User guide

Optagelse.dk

Applicants without a Danish CPR number applying for admission to higher education

DANMARKS IT-CENTER FOR
UDDANNELSE OG FORSKNING

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1 Introduction

These guidelines are for applicants applying for higher education programmes through the KOT system (The Coordinated Enrolment) in Denmark. The guidelines can help you in the application process if you do not have a Danish CPR number.

If you are in doubt about which higher education programme you wish to apply for, then it may be a good idea to seek guidance counseling before you log on to optagelse.dk:

- eVejledning – via email, sms, chat or telephone (page in Danish).
- Studievalg – if you wish to meet in person with a guidance counsellor at one of the centres for choosing a higher education programme (page in Danish).
- UddannelsesGuiden – you can find information about various higher education programmes here (Mostly in Danish, but some pages are in English).

1.1 Target Group

These guidelines are intended for applicants who do not have a Danish CPR number.

If you have a Danish CPR number, then you will need to send your application by using your NemID or Digital signatur. You can read more about this in the guidelines for applicants with a Danish CPR number.

When you apply without a Danish CPR number, you need to approve your application choices, print a signature page, sign it and send it by post to the relevant educational institution. Please note that the signature page needs to have reached the educational institution before the deadline which is 15 March 12 noon for Quota 2 and 5 July 12 noon for Quota 1. It is the date and time that the signature page reaches the relevant educational institution that decides whether or not the application has been received within the designated deadline and not the date when the application was filled out online.

1.2 Concerning Optagelse.dk 2012

1.2.1 Attestation of application choices

You will need to approve your application choices and send the signature page to each and every educational institutions to which you apply. Once you have done this for your first choice, you can no longer make changes in the tabs *Information about you* and *Application background*, as the information given here is shared by all the education programmes. You will also be unable to make changes in the information given, and choices made, for the specific choice of education programme to which you have sent the signature page.

1.2.1 Changes in the priority order

You are allowed to change the priority order in your choices of application up until 5 July, 12 noon. You are also allowed to change the priority order even if you have sent the signature page and approved your application.

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It is **your responsibility** to make sure that you have approved all your applications and send off the signature page(s) in good time to ensure that it is / they are received by the relevant educational institutions **before the application deadline**.

It is not possible to make any changes in your application, or change the priority order of your applications, after 5 July 12 noon when Optagelse.dk closes.

1.2.2 Enclosures

If you need to include documentation in your application, you should include any digital enclosures with your choice of education programmes. You may **not** include the signature page in this, as this must be sent separately. You must make sure to check on the deadline(s) for uploading documentation to the relevant educational institutions. These deadlines can be checked on the homepage for the relevant educational institutions. Please note that the deadlines for uploading documentation may differ.

It is **your responsibility** to check that all relevant documentation is uploaded and attached to the relevant education programmes **before the deadline**. Documentation can be attached to the relevant programme at the tab *Enclosures*.

You can only attach documentation in PDF format. You can save files as PDF files in Word, or you can use a PDF printer to print a document as a PDF file. You can download a free PDF printer here.

1.2.1 Text fields tailored to your application

At Optagelse.dk you can only fill in the text fields that are relevant to your specific application and choice of education programme. As a result of this, you will not be able to fill any text fields that are only relevant to a Quota 2 application after 15 March 12 noon. The content of any Quota 2 text fields filled out will not be sent as part of the application for any programme choices for which the signature page is received after 15 March 12 noon.

1.3 'Please note' text fields

There are various places in the guidelines where you will see a

'Please note' text field.

These text fields highlight and inform you of any special circumstances you need to be aware of in connection with the relevant activity.

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2 Important information and logging in

Applicants who do not have a Danish CPR number, and therefore do not have a NemID or Digital Signatur, will need to approve their applications, print the signature page, sign it and send it by post to the relevant educational institutions. The signature page may **not** be uploaded as an electronic enclosure as these cannot be seen by the educational institutions.

You can choose to interrupt your application process at any time, and continue it at a later date. However, you must remember to approve your application choices and ensure that the relevant places of higher education have received the signature page before the deadline – 15 March 12 noon for Quota 2 and 5 July 12 noon for Quota 1. Please note that if you have non Danish entry qualifications the application deadline is always 15 March. You will receive an answer to your application on 30 July. Regardless of how many programmes you have applied for, you will only receive one answer, either from the education programme to which you have been offered a place, or a letter informing you that you have not been accepted to any of the programmes applied for.

It is possible to change your application choices after you have approved your application; however any changes made must be completed before the given deadline. You should only send the signature page once per education programme.

2.1 Getting started

step 1 Go to Optagelse.dk

Choose *Apply for higher education in English* (the blue arrow)

Optagelse.dk
MINISTERIET FOR BØRN OG UNDERVISNING
Søg ungdomsuddannelse
Søg videregående uddannelse
Apply for higher education in English
Videregående uddannelser er bacheloruddannelser, professionsbacheloruddannelser, erhvervsakademiuddannelser, kunstneriske uddannelser eller maritime uddannelser. Du kan både søge danskprogede og engelskprogede uddannelser.
Find vej på Optagelse.dk
Support

Please note When you fill out your application in English, you can only apply for education programmes which are fully-taught in English. If you wish to apply for a programme taught in Danish, you will need to fill out the application in Danish (use the pink arrow).

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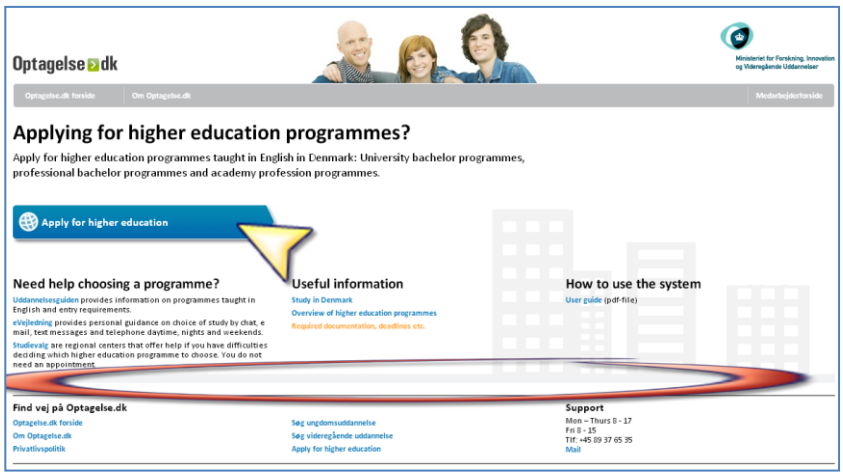
step 2

You will now be able to see the front page for applicants to higher education.

You will need to click on *Apply for higher education* in order to log on.

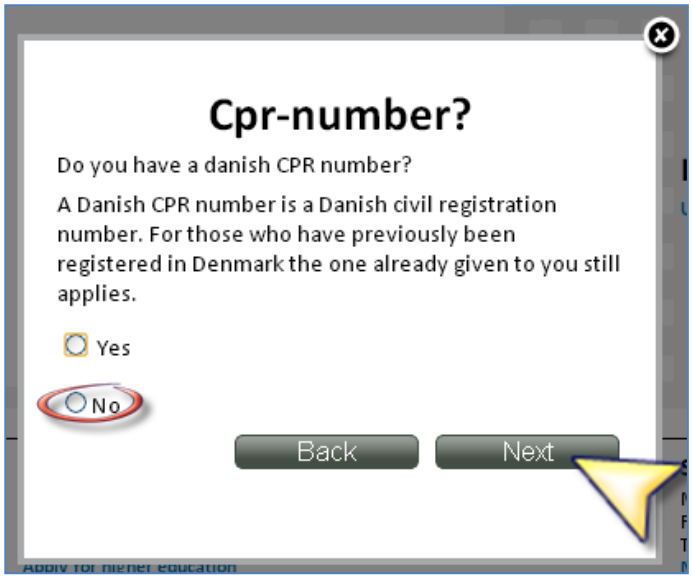

Optagelse.dk
Applying for higher education programmes?
Apply for higher education programmes taught in English in Denmark: University bachelor programmes, professional bachelor programmes and academy profession programmes.
Apply for higher education
Need help choosing a programme?
Useful information
How to use the system
Find vej på Optagelse.dk
Support

Please note

At the bottom of this page is a section containing important, current information. Just above this, you will find links to guidelines, help in application choices and other useful information.

step 3

When you click *"Apply for higher education"*, a new window will pop up which will ask you whether or not you have a Danish CPR number.


Cpr-number?
Do you have a danish CPR number?
A Danish CPR number is a Danish civil registration number. For those who have previously been registered in Denmark the one already given to you still applies.
Yes
No
Back
Next

Choose *No,* and then click on *Next*

Please note

These guidelines are intended for applicants without a Danish CPR number only. If you have a Danish CPR number, and are therefore eligible for a NemID or Digital Signatur, then you should choose *Yes* and read guidelines for applicants with a Dan-

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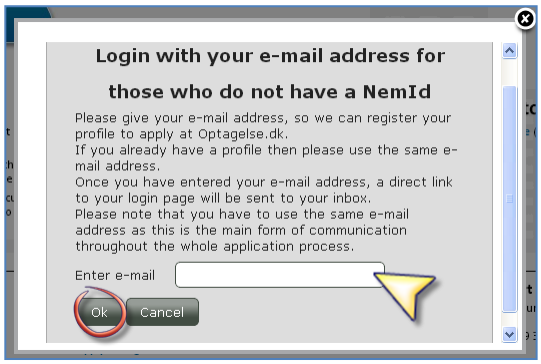
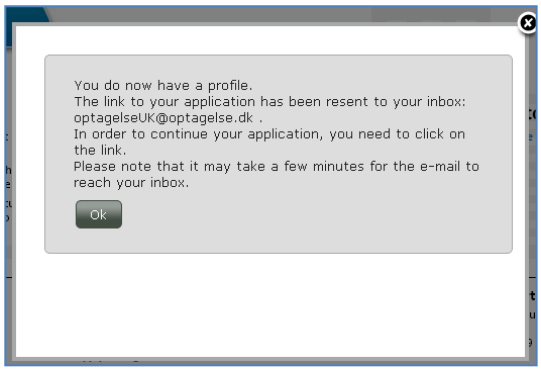
ish CPR number instead.

step 4 The next window that opens will ask you to type in your e-mail address.

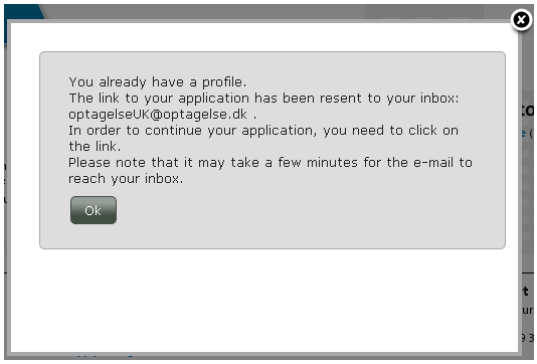

Login with your e-mail address for
those who do not have a NemId
Please give your e-mail address, so we can register your profile to apply at Optagelse.dk.
If you already have a profile then please use the same e-mail address.
Once you have entered your e-mail address, a direct link to your login page will be sent to your inbox.
Please note that you have to use the same e-mail address as this is the main form of communication throughout the whole application process.
Enter e-mail
Ok
Cancel

When you have given your email address you should click *Ok.*
You will then receive a message that your application process has been registered at Optagelse.dk, and a link will be sent to your e-mail address. You will now only be allowed to access your application via the link in this email.


You do now have a profile.
The link to your application has been resent to your inbox:
optagelseUK@optagelse.dk .
In order to continue your application, you need to click on the link.
Please note that it may take a few minutes for the e-mail to reach your inbox.
Ok

Please note

If you have previously started an application with the same email address, you will be re-sent the same link as before. You can only register one application process per email address given.


You already have a profile.
The link to your application has been resent to your inbox:
optagelseUK@optagelse.dk .
In order to continue your application, you need to click on the link.
Please note that it may take a few minutes for the e-mail to reach your inbox.
Ok

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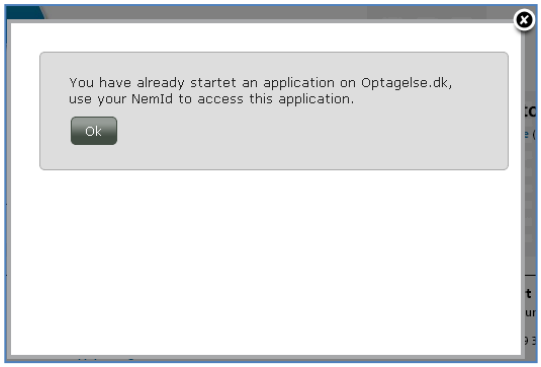
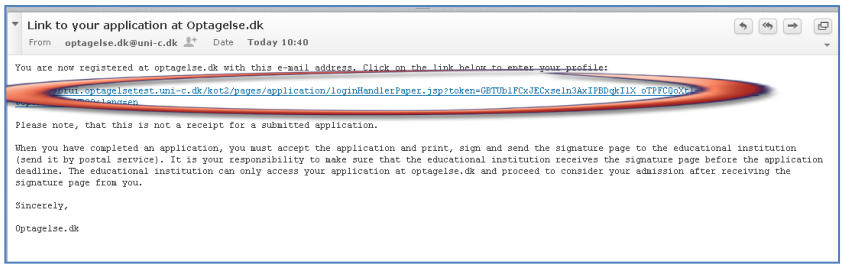
If you have started an application using NemID or Digital Signatur, which you registered with the same email address, you will need to complete your application using NemID or Digital Signatur.



step 5

You will now need to login to your email account and find the e-mail from Optagelse.dk which has just been sent to you. You should click on the link (or copy and paste it into your browser). You will need to use this link every time you want to access your application.


Link to your application at Optagelse.dk
From optagelse.dk@uni-c.dk Date Today 10:40
You are now registered at optagelse.dk with this e-mail address. Click on the link below to enter your profile:
Please note, that this is not a receipt for a submitted application.
When you have completed an application, you must accept the application and print, sign and send the signature page to the educational institution (send it by postal service). It is your responsibility to make sure that the educational institution receives the signature page before the application deadline. The educational institution can only access your application at optagelse.dk and proceed to consider your admission after receiving the signature page from you.
Sincerely,
Optagelse.dk

It can take up to 30 minutes to receive the email from Optagelse.dk with the link. If you cannot find the email after this period of time, then you should check your spam filter.

step 6

The first time you click on the link, you will come to a window where you will need to give your name, date of birth and sex. When you have given this information, click *Ok*.

Personal profile
E-mail:
Given name(s):
Maria
Family name:
Andersen
Given name(s) and middle name(s) must be stated in the field Given name(s). Your (last) family name must be stated in the field Family name.
Date of Birth: Day: 1 Month: 8 Year: 1990
Sex: Male Female
Ok

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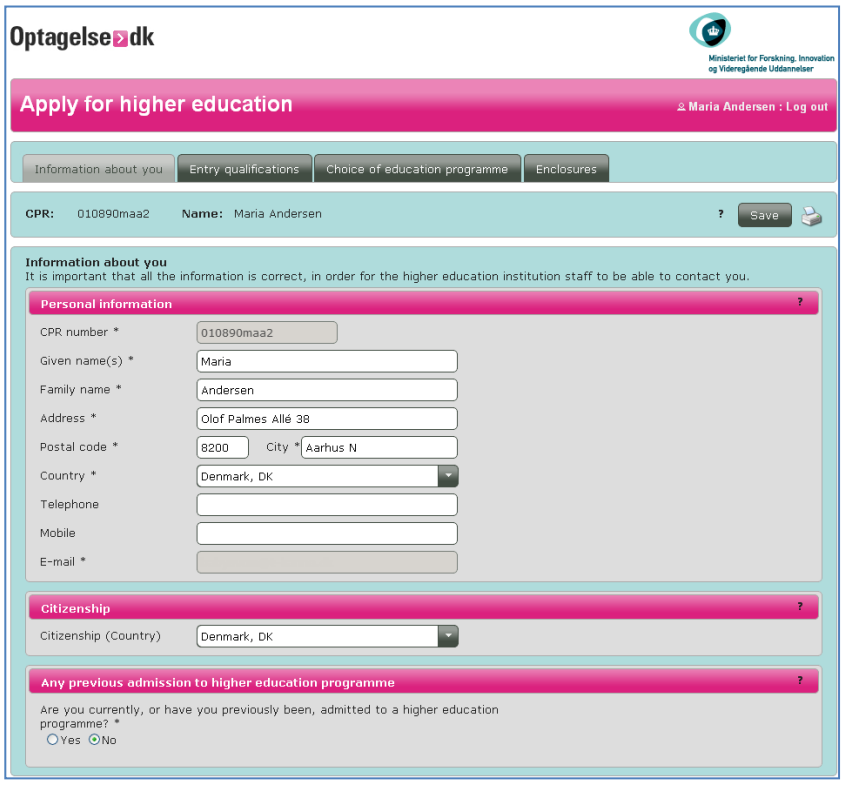
Please note

You will only need to fill out this information the first time you click on the link. Every time you click on the link after this, you will be directed straight to your application.

step 7

You have now logged on to Optagelse.dk and you are ready to begin your application.



Please note

The first time you log on, you will come to the page called *Information about you*. You will continue to come to this page each time you log on, until you have added your choices of education programmes for which you wish to apply. After you have added your choices of application, you will come to the *Choice of education programme,* where you will be able to see which education programmes you have chosen. It is here that you are able to add new choices, delete any choices and change the priority order of your application choices.

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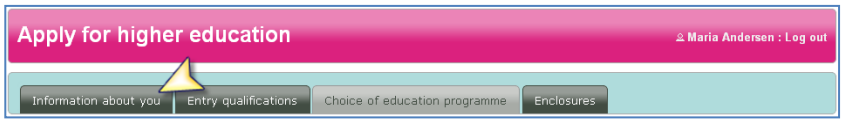
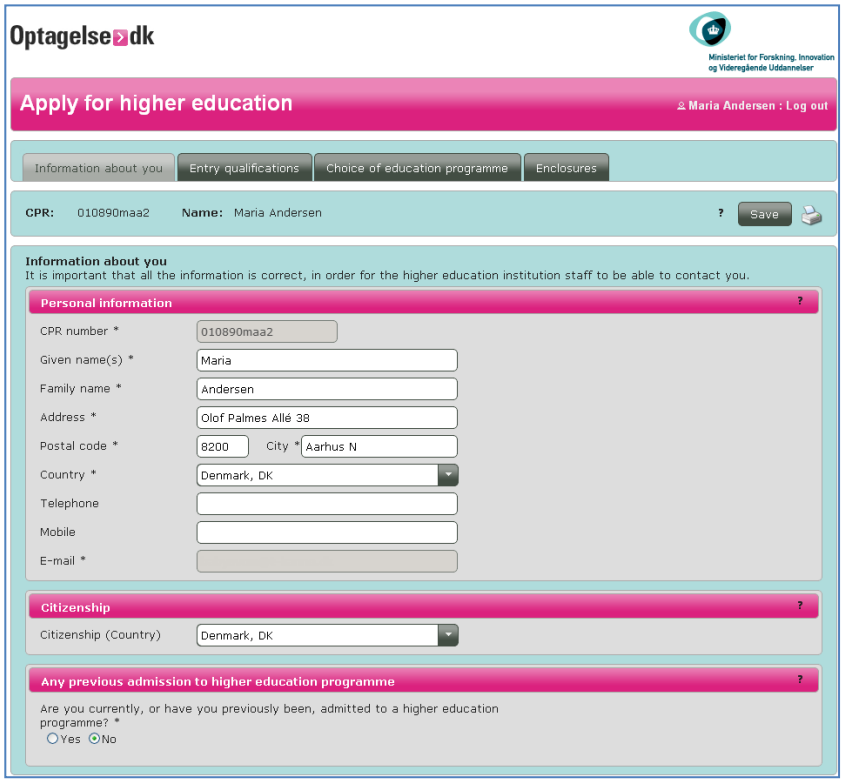
3 Information about you

In the section *Information about you* you will need to fill out your personal details. This information cannot be changed after you have approved your first application and sent the signature page.

step 1 You will need to choose the tab *Information about you*, if you wish to change any of your personal information.



The tab looks like this.


Optagelse.dk
Ministeriet for Forskning, Innovation og Videregående Uddannelser
Apply for higher education
Maria Andersen : Log out
Information about you
Entry qualifications
Choice of education programme
Enclosures
CPR: 010890maa2 Name: Maria Andersen
Save
Information about you
It is important that all the information is correct, in order for the higher education institution staff to be able to contact you.
Personal information
CPR number * 010890maa2
Given name(s) * Maria
Family name * Andersen
Address * Olof Palmes Allé 38
Postal code * 8200 City * Aarhus N
Country * Denmark, DK
Telephone
Mobile
E-mail *
Citizenship
Citizenship (Country) Denmark, DK
Any previous admission to higher education programme
Are you currently, or have you previously been, admitted to a higher education programme? *
Yes No

step 2 **CPR number and name**

The information you have given in Step 6, Part 2 has been used to create an identification number instead of a CPR number. You cannot change this identification number. Your name is also given, however you may change this, if you can see that there is a mistake.

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step 3

Address

You will need to enter your address complete with your postal code.

When you type in a Danish postal code, Optagelse.dk automatically finds the relevant town.

Please note

The only way to change your address after you have approved your application and sent the signature page, is to contact the educational institution to which you have applied.
Some educational institutions will send you a username and a password to a self-service system which you can use to inform them of any changes in address.

step 4

E-mail and telephone details

Your e-mail is the one which you gave when you started your application. You cannot change your e-mail address in the application.

You will now need to give your telephone number. It is a good idea to give your mobile number. The educational institutions to which you are applying, or KOT (The Coordinated Enrollment) may need to contact you by phone.

step 5

Citizenship

You will need to choose which country you are a citizen of. Denmark is automatically chosen when you come to this part, so if you are a Danish citizen, you will not need to change the country here.

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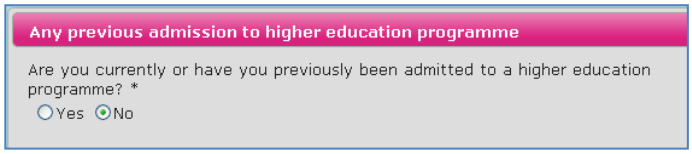
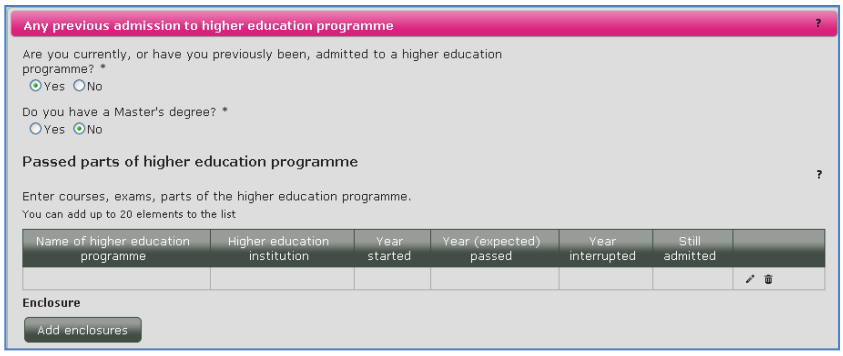
If you are a citizen of a country other than Denmark, you will need to choose the relevant country on the list given when you click on the arrow on the right-hand side.

step 6 **Any previous admissions to higher education.**
You will need to answer whether or not you have previously been admitted to a higher education programme.


Any previous admission to higher education programme
Are you currently or have you previously been admitted to a higher education programme? *
Yes
No

If you have not previously been admitted to a higher education programme and therefore say no, then you do not need to fill out anything further for this question.

If you have previously been admitted to a higher education programme, you will need to answer whether or not you have completed a Master's degree.


Any previous admission to higher education programme
Are you currently, or have you previously been, admitted to a higher education programme? *
Yes
No
Do you have a Master's degree? *
Yes
No
Passed parts of higher education programme
Enter courses, exams, parts of the higher education programme.
You can add up to 20 elements to the list
Name of higher education programme
Higher education institution
Year started
Year (expected) passed
Year interrupted
Still admitted
Enclosure
Add enclosures

If you answer is yes, you have previously been admitted to a higher education programme, you will need to note the education programme, or any parts of it passed, in this text field.

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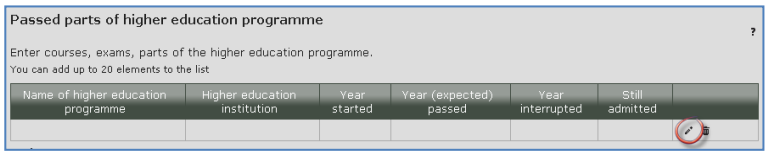
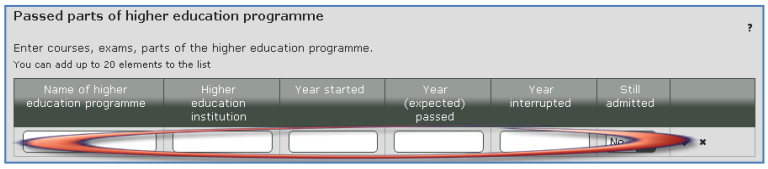
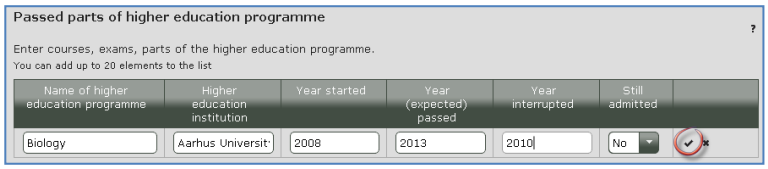
You can enter text in this field by clicking on the pencil icon.


Passed parts of higher education programme
Enter courses, exams, parts of the higher education programme.
You can add up to 20 elements to the list
Name of higher education programme
Higher education institution
Year started
Year (expected) passed
Year interrupted
Still admitted

You will now be able to fill out this text field.


Passed parts of higher education programme
Enter courses, exams, parts of the higher education programme.
You can add up to 20 elements to the list
Name of higher education programme
Higher education institution
Year started
Year (expected) passed
Year interrupted
Still admitted
No

When you have filled out this information, you can add it to your application by ticking the box at the end of the line.



The information has now been added. Should you wish to edit the information, you can do so by clicking on the pencil icon. Should you wish to delete the information, you can do so by clicking on the rubbish bin icon. Should you wish to add a new line, you can do so by clicking on the plus icon.

Clicking on the plus icon will give you a new line in which you can enter information.

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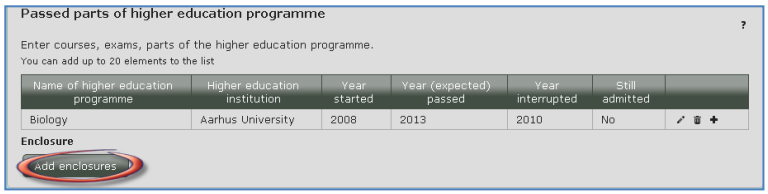
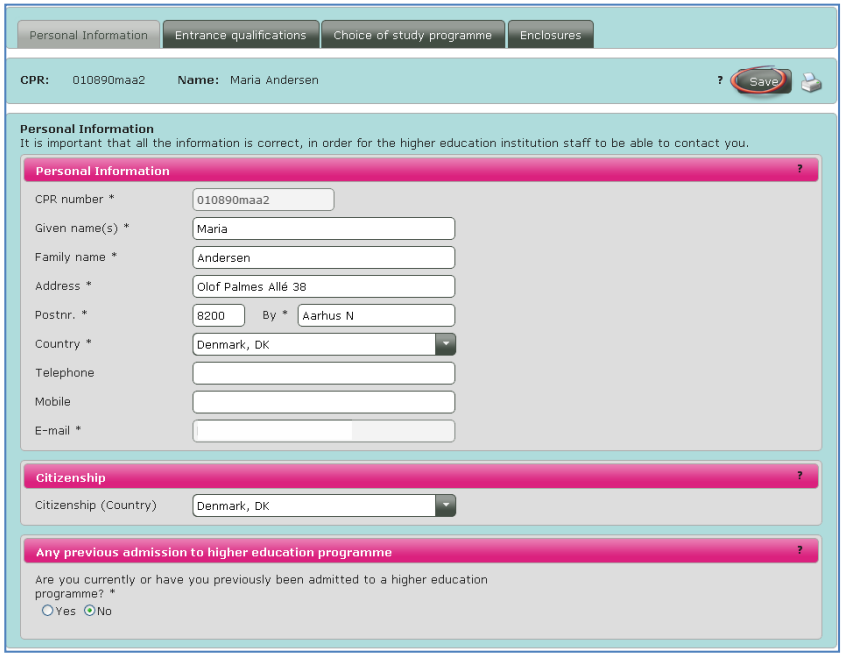
These steps can be repeated until you have entered all the relevant information. You must be able to document the information that you enter in these text fields. You can upload documentation by clicking *Add enclosures* at the bottom of the page. You can read more about adding digital enclosures in section 6. Digital enclosures can also be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications.



step 7 Finally, you will need to click Save in order to save all the information you have entered.



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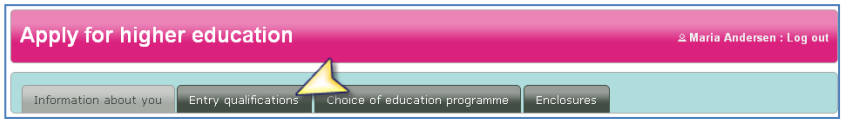
4 Entry qualifications

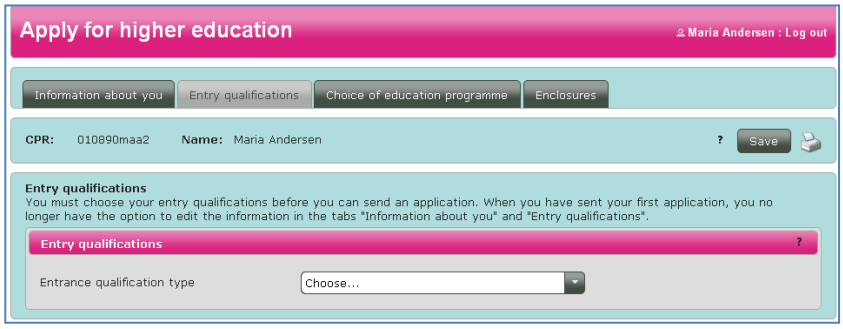
In this section of Optagelse.dk, you will need to give your background (entry qualifications) on which basis you are applying for higher education. Your entry qualifications cannot be edited once you have approved and sent the signature page for your first choice of application.

You should be aware that documentation on your upper secondary education or any other diplomas is not automatically transferred from your school to the educational institution to which you are applying. It is therefore important that you remember to upload any relevant diplomas under the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more about uploading enclosures in section 6.

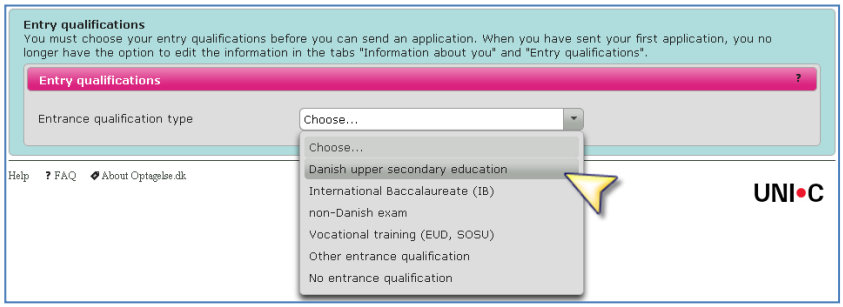
step 1 You should first switch to the tab *Entry qualifications.*



step 2 You will now come to the page where you will need to give your *Entry qualification*.


Apply for higher education
Maria Andersen : Log out
Information about you
Entry qualifications
Choice of education programme
Enclosures
CPR: 010890maa2 Name: Maria Andersen
Save
Entry qualifications
You must choose your entry qualifications before you can send an application. When you have sent your first application, you no longer have the option to edit the information in the tabs "Information about you" and "Entry qualifications".
Entry qualifications
Entrance qualification type
Choose...

step 3 You will first need to choose which type of entry qualifying exam you have as the basis for applying for higher education.


Entry qualifications
You must choose your entry qualifications before you can send an application. When you have sent your first application, you no longer have the option to edit the information in the tabs "Information about you" and "Entry qualifications".
Entry qualifications
Entrance qualification type
Choose...
Choose...
Danish upper secondary education
International Baccalaureate (IB)
non-Danish exam
Vocational training (EUD, SOSU)
Other entrance qualification
No entrance qualification
Help
FAQ
About Optagelse.dk
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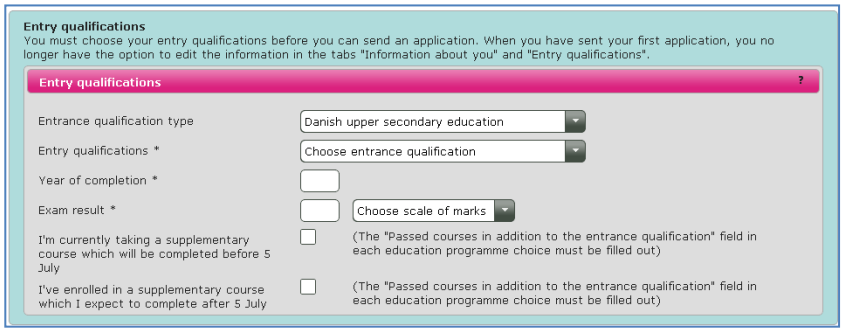
For this example, we have chosen *Danish upper secondary education.*


Entry qualifications
You must choose your entry qualifications before you can send an application. When you have sent your first application, you no longer have the option to edit the information in the tabs "Information about you" and "Entry qualifications".
Entry qualifications
Entrance qualification type
Danish upper secondary education
Entry qualifications *
Choose entrance qualification
Year of completion *
Exam result *
Choose scale of marks
I'm currently taking a supplementary course which will be completed before 5 July
(The "Passed courses in addition to the entrance qualification" field in each education programme choice must be filled out)
I've enrolled in a supplementary course which I expect to complete after 5 July
(The "Passed courses in addition to the entrance qualification" field in each education programme choice must be filled out)

Please note

The number of text fields here can vary. This is dependent upon which type of entry qualifying exam you hold. You can read a description of the different forms of entry qualifying exams below. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications.

Danish upper secondary education
If you have a Danish upper secondary education, you will need to clarify exactly what type of exam you hold, in the section *Entry qualifications*. You will also need to give the *exam year*, the *exam result* and the grading scale used.
If you have taken a Qualifying Examination for Technical Science, then you should note that the application deadline is always 15 March, 12 noon.
You must upload a copy of your diploma before the deadline.

International Baccalaureate (IB)
If you have an IB, you will need to note it here. You will need to give the *exam year* and the *Total Points* here. Remember to upload a copy of your diploma before the deadline. Please note that the application deadline always is 15 March, 12 noon.

Non Danish exam
You will need to give your *Entry qualification.* When you choose *Other* as your entry qualification, you will need to enter which exam you have. You will also need to give the *exam year*.
A copy of your diploma should be uploaded before the deadline. Please note that the application deadline always is 15 March, 12 noon.

Vocational Training Exam (EUD)
You will need to give the *Exam year*. Remember to upload a copy of your diploma before the deadline. Please note that the application deadline always is 15 March, 12 noon.

Other entry qualifications
Other entry qualifications can, for example, be a combination of specific courses at upper secondary education level. Remember to upload documentation before the deadline. Please note that the application deadline always is 15 March, 12 noon.

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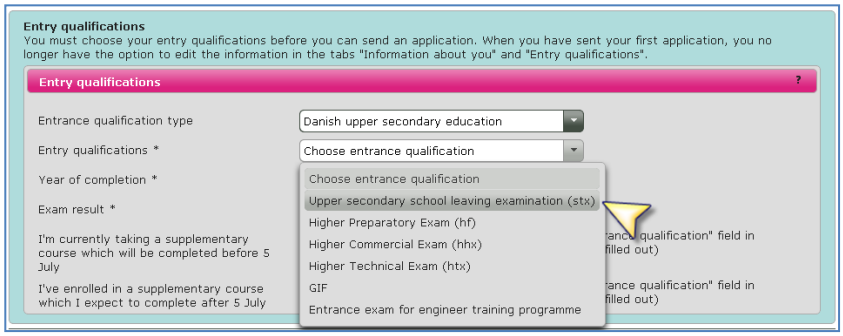
No entry qualifying exam

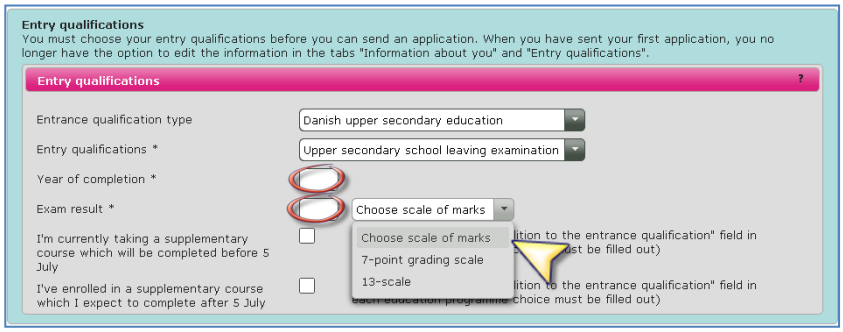
You must apply for dispensation in relation to your specific application. However, this does not apply to the higher education programmes where the entry qualification alone is to pass an admission test (such as, for example, for the Danish journalist education programme at Danmarks Medie- og Journalisthøjskole). Dispensation applications should be uploaded to your application before the deadline. You can read more about the requirements for a dispensation application on the respective homepages of the educational institutions to which you are applying.

step 4

You will now need to choose your concrete entry qualifications. In this example we have chosen *Upper secondary school leaving examination (stx).*

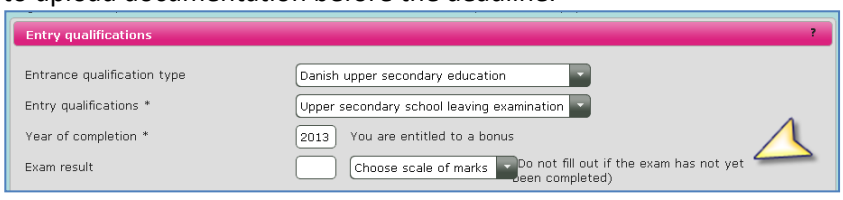

Entry qualifications
You must choose your entry qualifications before you can send an application. When you have sent your first application, you no longer have the option to edit the information in the tabs "Information about you" and "Entry qualifications".
Entry qualifications
Entrance qualification type
Danish upper secondary education
Entry qualifications *
Choose entrance qualification
Year of completion *
Exam result *
I'm currently taking a supplementary course which will be completed before 5 July
I've enrolled in a supplementary course which I expect to complete after 5 July
Choose entrance qualification
Upper secondary school leaving examination (stx)
Higher Preparatory Exam (hf)
Higher Commercial Exam (hhx)
Higher Technical Exam (htx)
GIF
Entrance exam for engineer training programme

You will now need to give the *Exam year*, *Exam result* and the *scale of marks*. If your exam results are based on the Danish 13-scale they will be automatically converted to the Danish 7-scale.


Entry qualifications
You must choose your entry qualifications before you can send an application. When you have sent your first application, you no longer have the option to edit the information in the tabs "Information about you" and "Entry qualifications".
Entry qualifications
Entrance qualification type
Danish upper secondary education
Entry qualifications *
Upper secondary school leaving examination
Year of completion *
Exam result *
Choose scale of marks
I'm currently taking a supplementary course which will be completed before 5 July
I've enrolled in a supplementary course which I expect to complete after 5 July
Choose scale of marks
7-point grading scale
13-scale

Please note

If you are expecting to pass your final exams this year (2013), you can leave the text box concerning your exam result empty. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. If you are expecting your final exam 2013, you must remember to upload your diploma as soon as you receive it. You must also be aware that you have to upload documentation before the deadline.


Entry qualifications
Entrance qualification type
Danish upper secondary education
Entry qualifications *
Upper secondary school leaving examination
Year of completion *
2013
You are entitled to a bonus
Exam result
Choose scale of marks
Do not fill out if the exam has not yet been completed)

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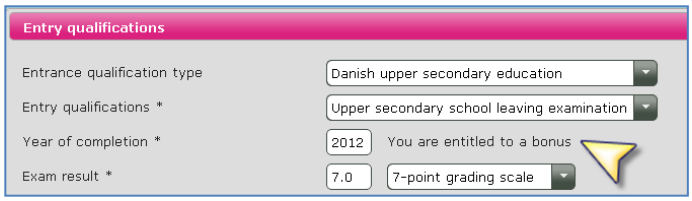
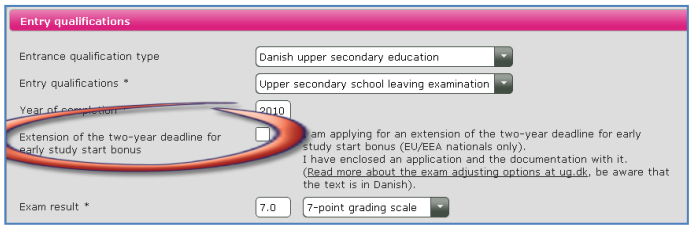
step 5

Bonus for an early start to higher education

If your entry qualifying exam is 2 years old or less, then your grade point average (GPA) will be adjusted. This adjustment is done by multiplying your exam result by 1.08. The average is rounded to the nearest decimal point. **You must not make this adjustment yourself.** This adjustment will be undertaken by the receiving educational institution.



It is possible to apply for dispensation from the two-year rule under certain circumstances. If you wish to apply for dispensation, you should tick the relevant box. You will then need to upload documentation as the basis on which you are applying for dispensation under the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications.


Entry qualifications
Entrance qualification type
Danish upper secondary education
Entry qualifications *
Upper secondary school leaving examination
Year of completion *
2010
Extension of the two-year deadline for early study start bonus
am applying for an extension of the two-year deadline for early study start bonus (EU/EEA nationals only).
I have enclosed an application and the documentation with it.
(Read more about the exam adjusting options at ug.dk, be aware that the text is in Danish).
Exam result *
7.0
7-point grading scale

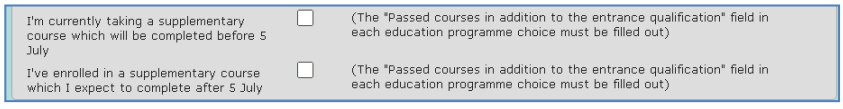
Please note

You must not multiply your grade point average (GPA) by 1.08 yourself to get your bonus. This adjustment will be made by the educational institution to which you are applying. If your entry qualification exam can be converted to the Danish grading scale the adjustment will not take place before after the conversion to the Danish grading scale.

step 6

Supplementary courses

If you need to supplement your entry qualifications with extra courses in order to achieve the correct level required, and you have not yet completed this courses, then you need to tick the relevant box(es) here.


I'm currently taking a supplementary course which will be completed before 5 July
(The "Passed courses in addition to the entrance qualification" field in each education programme choice must be filled out)
I've enrolled in a supplementary course which I expect to complete after 5 July
(The "Passed courses in addition to the entrance qualification" field in each education programme choice must be filled out)

You will need to inform whether you will complete these courses before or after 5 July. If you have already completed the necessary supplementary courses, then you do not need to fill in this section, you simply need to inform us of the passed courses later on in the application. If the educational institution to which you are applying expects limited admittance, they can choose not to accept any supplements which

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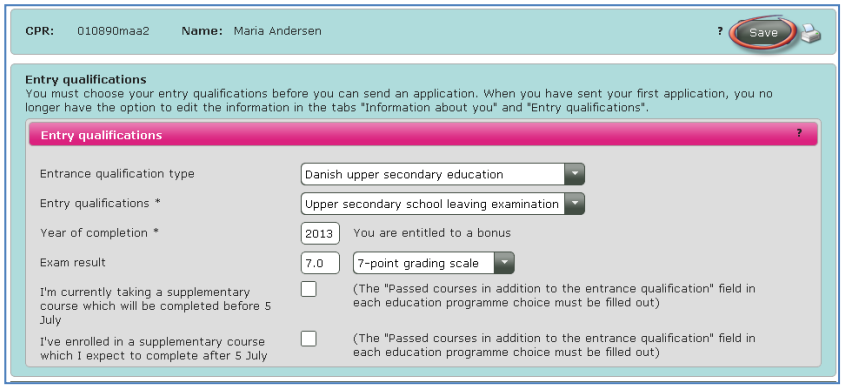
are passed after 5 July. You will therefore need to check whether or not the educational institution to which you are applying accepts supplements passed during the summer.

Please note

You will always need to upload the relevant documentation before the deadline. If you are starting the course after 5 July, the documentation can be a statement from the school saying that you have been admitted to the course. You can research at the educational institutions to see what type of documentation they require. Please note, that you have to check at the tab *Enclosures* if your documentation is attached to the right applications once you have approved your applications

step 7

You can finish the section *Entry qualifications* by clicking *Save* at the top of the page and thereby saving all the information you have given.


CPR: 010890maa2
Name: Maria Andersen
?
Save
Entry qualifications
You must choose your entry qualifications before you can send an application. When you have sent your first application, you no longer have the option to edit the information in the tabs "Information about you" and "Entry qualifications".
Entry qualifications
?
Entrance qualification type
Danish upper secondary education
Entry qualifications *
Upper secondary school leaving examination
Year of completion *
2013
You are entitled to a bonus
Exam result
7.0
7-point grading scale
I'm currently taking a supplementary course which will be completed before 5 July
(The "Passed courses in addition to the entrance qualification" field in each education programme choice must be filled out)
I've enrolled in a supplementary course which I expect to complete after 5 July
(The "Passed courses in addition to the entrance qualification" field in each education programme choice must be filled out)

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5 Choice of education programme

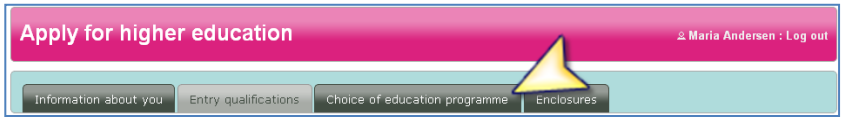
The following section describes how you add your choices of education programmes to your application. You have to approve each choice individually and you will need to send a signature page for each education programme for which you apply. You can edit your choices until you finally approve them. After approving you have to send the signature page. The places to which you have applied must have received the signature page before the deadline. Your application choices which you wish to be considered in Quota 2 need to be attested and the signature page needs to have been received by the place of higher education by 15 March 12 noon at the very latest.

Please note that some education programmes only have one deadline that is 15 March 12 noon, and it is impossible to apply for these programmes after this date.

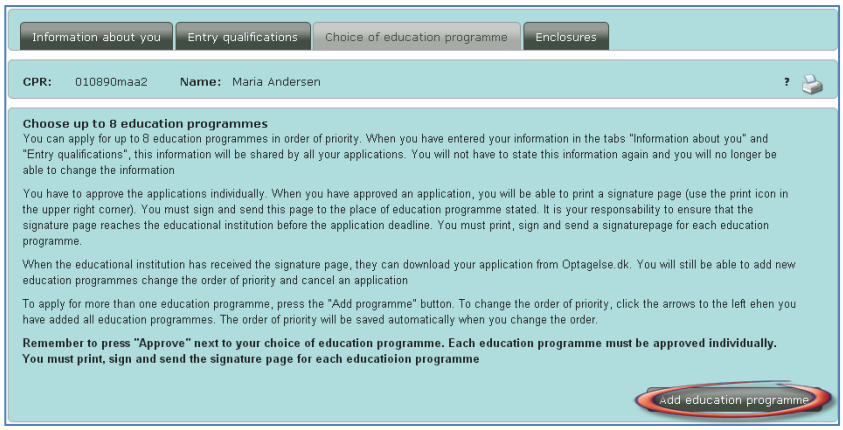
You can find information about the evaluation criteria in Quota 2 and information about the deadline for uploading enclosures on the webpage of the educational institutions to which you are applying.

5.1 Finding your education choices

step 1 You will first need to switch to the tab *Choice of education programme.*



step 2 You are now on the page where you can add your choices of education programmes. Start by reading the text in the blue text box. If you have not added any choices, the page will be empty and your only option will be to click *Add education programme* once you have read the text. Please note that your choices will be added in a prioritized order. You can, however, change the order of priority after you have added your choices.


Information about you
Entry qualifications
Choice of education programme
Enclosures
CPR: 010890maa2 Name: Maria Andersen
Choose up to 8 education programmes
You can apply for up to 8 education programmes in order of priority. When you have entered your information in the tabs "Information about you" and "Entry qualifications", this information will be shared by all your applications. You will not have to state this information again and you will no longer be able to change the information
You have to approve the applications individually. When you have approved an application, you will be able to print a signature page (use the print icon in the upper right corner). You must sign and send this page to the place of education programme stated. It is your responsability to ensure that the signature page reaches the educational institution before the application deadline. You must print, sign and send a signaturepage for each education programme.
When the educational institution has received the signature page, they can download your application from Optagelse.dk. You will still be able to add new education programmes change the order of priority and cancel an application
To apply for more than one education programme, press the "Add programme" button. To change the order of priority, click the arrows to the left ehen you have added all education programmes. The order of priority will be saved automatically when you change the order.
Remember to press "Approve" next to your choice of education programme. Each education programme must be approved individually.
You must print, sign and send the signature page for each educatioion programme
Add education programme

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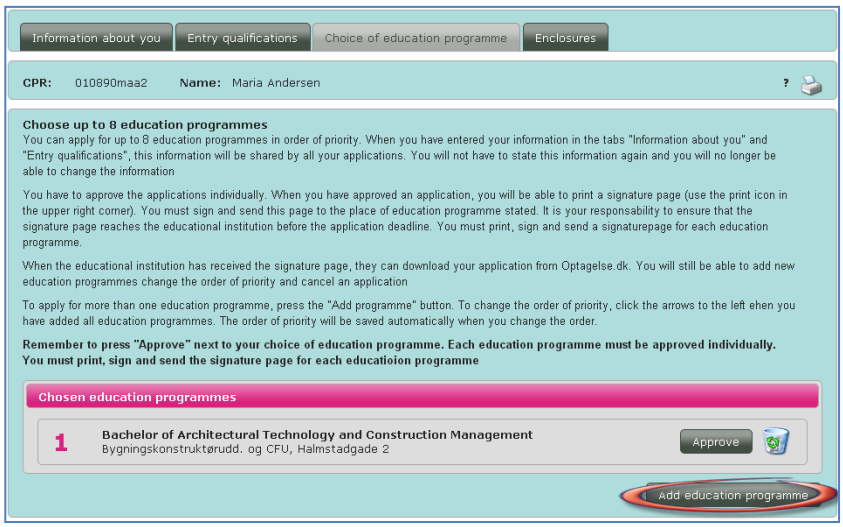
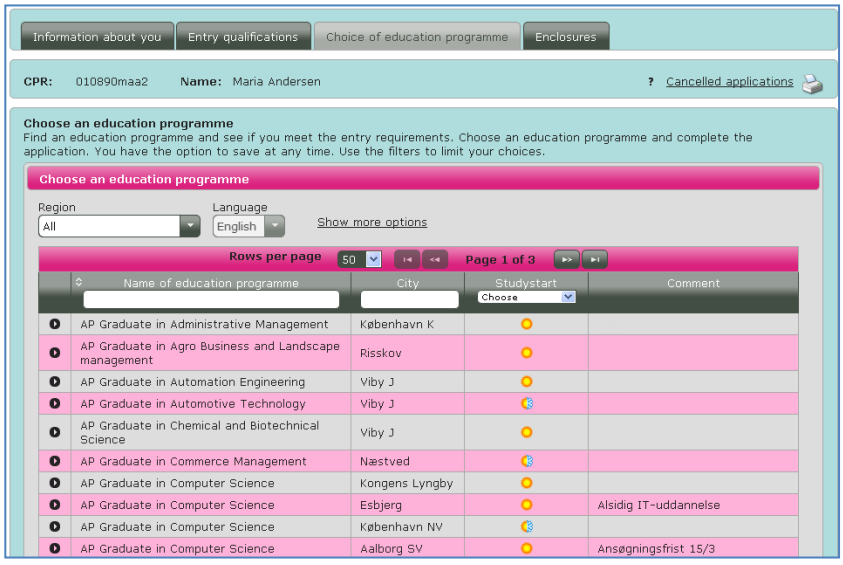
If you have already added choices of education to your application, you will be able to see these in the window. You can add a new choice by clicking on *Add education programme*. Please note that your choices are added in order of priority. You can however change the order of priority after you have added your choices.


Information about you
Entry qualifications
Choice of education programme
Enclosures
CPR: 010890maa2 Name: Maria Andersen
Choose up to 8 education programmes
You can apply for up to 8 education programmes in order of priority. When you have entered your information in the tabs "Information about you" and "Entry qualifications", this information will be shared by all your applications. You will not have to state this information again and you will no longer be able to change the information
You have to approve the applications individually. When you have approved an application, you will be able to print a signature page (use the print icon in the upper right corner). You must sign and send this page to the place of education programme stated. It is your responsability to ensure that the signature page reaches the educational institution before the application deadline. You must print, sign and send a signaturepage for each education programme.
When the educational institution has received the signature page, they can download your application from Optagelse.dk. You will still be able to add new education programmes change the order of priority and cancel an application
To apply for more than one education programme, press the "Add programme" button. To change the order of priority, click the arrows to the left ehen you have added all education programmes. The order of priority will be saved automatically when you change the order.
Remember to press "Approve" next to your choice of education programme. Each education programme must be approved individually. You must print, sign and send the signature page for each educatioion programme
Chosen education programmes
1
Bachelor of Architectural Technology and Construction Management
Bygningskonstruktørudd. og CFU, Halmstadgade 2
Approve
Add education programme

step 3 You will now come to the page where you can search through your options.


Information about you
Entry qualifications
Choice of education programme
Enclosures
CPR: 010890maa2 Name: Maria Andersen
Cancelled applications
Choose an education programme
Find an education programme and see if you meet the entry requirements. Choose an education programme and complete the application. You have the option to save at any time. Use the filters to limit your choices.
Choose an education programme
Region
All
Language
English
Show more options
Rows per page 50
Page 1 of 3
Name of education programme
City
Studystart
Choose
Comment
AP Graduate in Administrative Management København K
AP Graduate in Agro Business and Landscape management Risskov
AP Graduate in Automation Engineering Viby J
AP Graduate in Automotive Technology Viby J
AP Graduate in Chemical and Biotechnical Science Viby J
AP Graduate in Commerce Management Næstved
AP Graduate in Computer Science Kongens Lyngby
AP Graduate in Computer Science Esbjerg Alsidig IT-uddannelse
AP Graduate in Computer Science København NV
AP Graduate in Computer Science Aalborg SV Ansøgningsfrist 15/3

As a start point you will be shown all higher education programmes divided into 50 education programmes per page.

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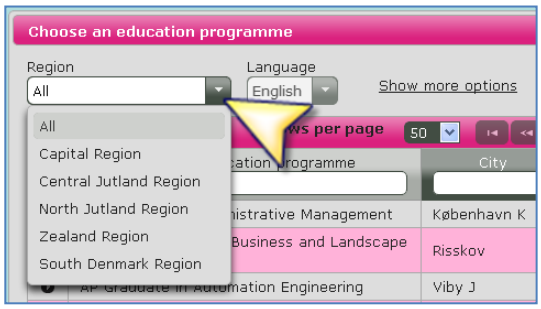
step 4

Region and language

You can choose to limit your options by region

You can choose to limit your option regionally by choosing a region. When you have chosen the region, the list of education programmes will be updated to fit your search.



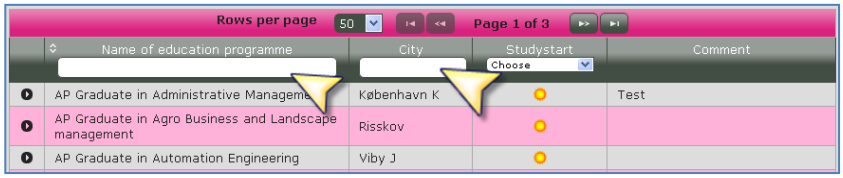
You will be automatically shown the education programmes which are taught in English. Should you wish to apply for a programme that is taught in Danish, you will need to fill out the application in Danish.

step 5

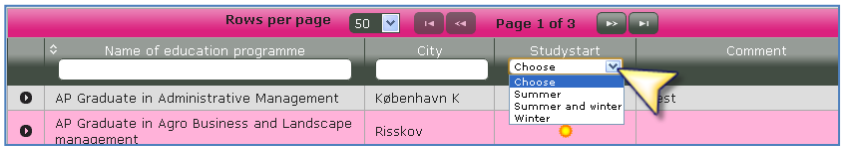
Education programme name, town and study start

You can also limit your search by name of education programme, town and study start in the grey section.

If you wish to search by name of education programme or town, then start by typing the word which you are searching for. You can either write part of the name or the whole name. When you are pausing in your typing, the website will search based on what you have typed and the list of education programmes will be updated accordingly.



You can choose whether you want to see programmes that start in the summer, start in the winter, or start both in the winter and the summer. When you have chosen the study start, the list of education programmes you can see will be updated accordingly.



Please note

Optagelse.dk only supports application via KOT (The Coordinated Enrollment) in the period between 1 February and 5 July.

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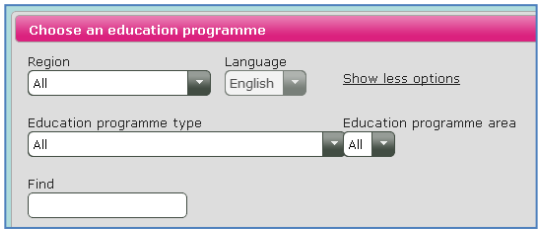
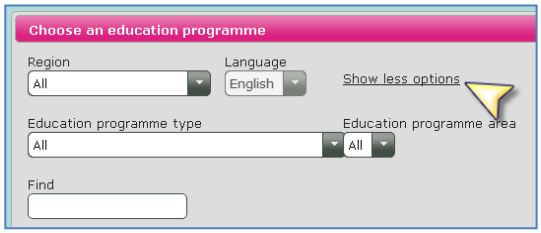
step 6 **Type of education, area of education and show more options.**

If you click on the text *Show more options*, you will be able to see more search options.

More search options:



If you no longer wish to see these search options, you can remove them by clicking *Show few search options.*



You will first need to choose the type of education that you wish to search for, before you can choose the area. When you have chosen the type of education, the list of programmes that you will see will be updated accordingly.

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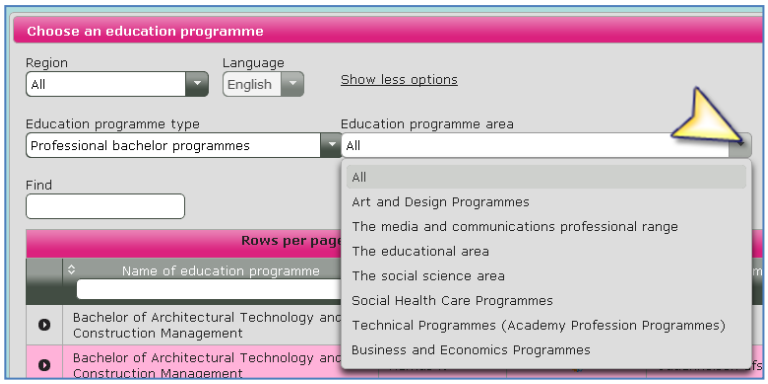
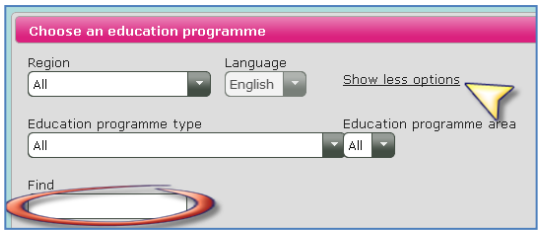
You can choose the *Professional bachelor programmes* here.
In the next box you can choose the area of education. Once you have chosen the area of education, the list of programmes you see will be updated accordingly.



Finally, you can use the last box, which is a text field in which you can type key words, the whole programme name or part of the programme name. When you are finished with typing in your search, you will need to press 'enter' on your keyboard before your search can start. When you search, the list is updated accordingly.



Please note

If you cannot find the programme you are searching for, it may be because it cannot be found within the categories you have selected. Try using fewer search categories. If you have given a region, it could help, for example, to remove that choice so that your search continues in all regions.

If you are in doubt about which education programme you should choose, you can receive help and guidance via eVejledningen, Studievalg or find information at UddannelsesGuiden. See section 1.

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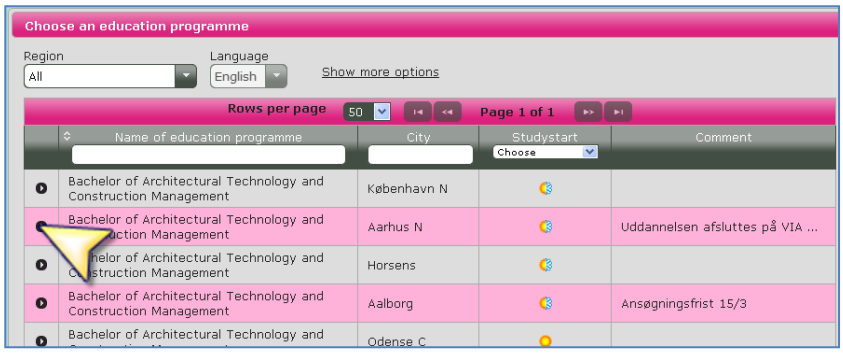
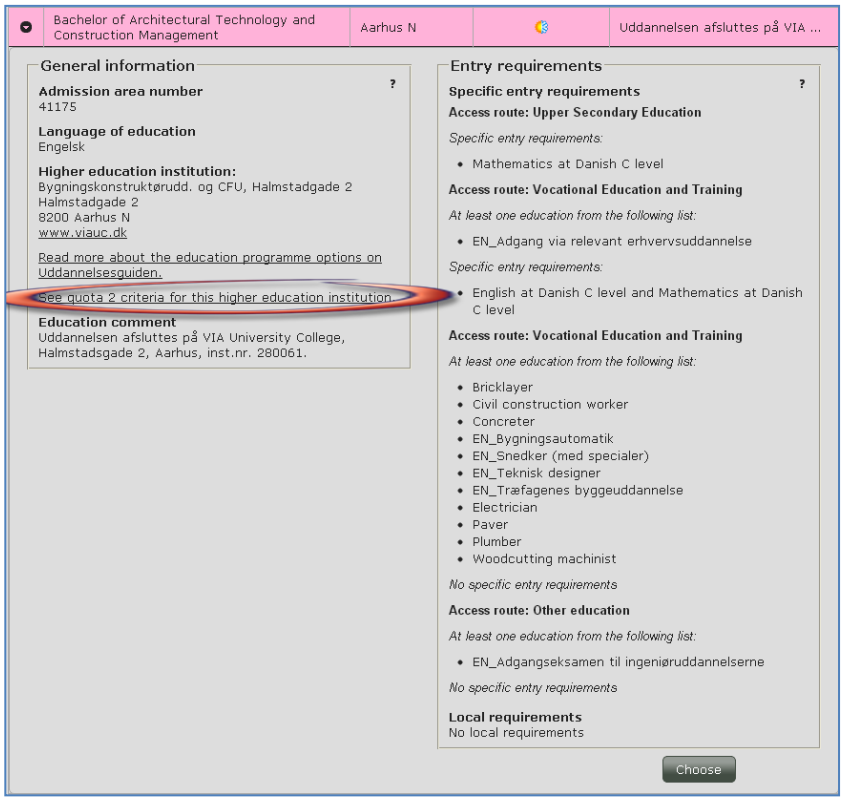
step 7

In the overview of the programmes, you can see the name of the programme, the town in which it is taught, the start period and any comments.



You will only be able to see part of the comments that have been given. You will be able to see the rest by clicking on the arrow next to the programme.
In the left-hand column, you can see general information about the programme, such as where it is taught, the language the programme is taught in and any comments concerning the programme. On the right-hand side, you can read all about the entry requirements / access route for the programme.



In the left-hand column, you will also be able to see a link to the Quota 2 criteria for the programme.

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Please note

Please note the icons used for study start.

means summer start

means winter start

means that there is both summer and winter start and that you can choose which one you prefer, but ultimately the educational institution decides when you will be offered to start.

At Optagelse.dk you can search for programmes that start both in the summer and the winter. Some places of higher education also admit students for the winter start at a later date. Contact the educational institutions or look at UddannelsesGuiden for more information about this (the page is in Danish).

5.2 Adding choices of education programmes in Quota 2

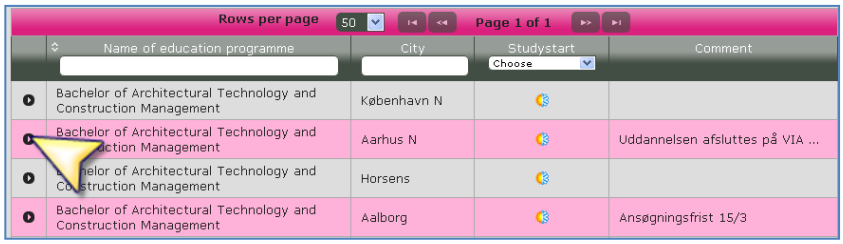
When you have searched for the education programmes you are interested in, you will need to add them to your programme choices. The information below explains what you need to consider when adding a programme to your Quota 2 application. This will only be possible until 15 March 12 noon.

If you approve an application and the educational institution receives your signature page before 15 March 12 noon, your application will automatically be considered in both Quota 1 and Quota 2 if you have a Danish Upper Secondary Education or a non-Danish Education that can be compared with a Danish Upper Secondary Education. You do not need to apply for the same programme twice for it to be assessed in both Quota 1 and Quota 2.

You should only fill out the parts that you wish to be considered in Quota 2. If you do not wish your application to be assessed on anything other than the grade point average (GPA) of your qualifying entry exam (plus any possible supplementary courses you may have), you should only fill out that which equates to a Quota 1 application. You can read more about this in the next section.

step 1

You will first need to search for the programme in the way described in section 5.1. Once you have found the programme, you should click on the corresponding arrow.



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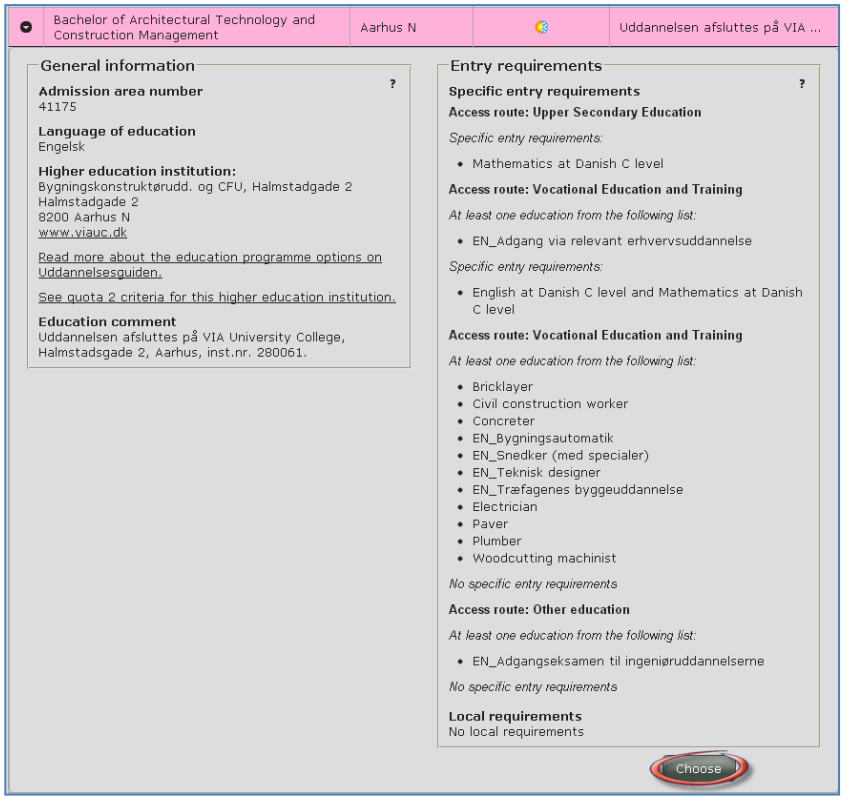
You will now be able to see all the information about the programme. If this is the programme for which you wish to apply, then you should click *Choose*.



step 2 You will now be able to see the programme with a series of text fields. Choices that are marked with an asterisk (*) are things which you must fill out. You can fill out the rest if it is relevant for your application.

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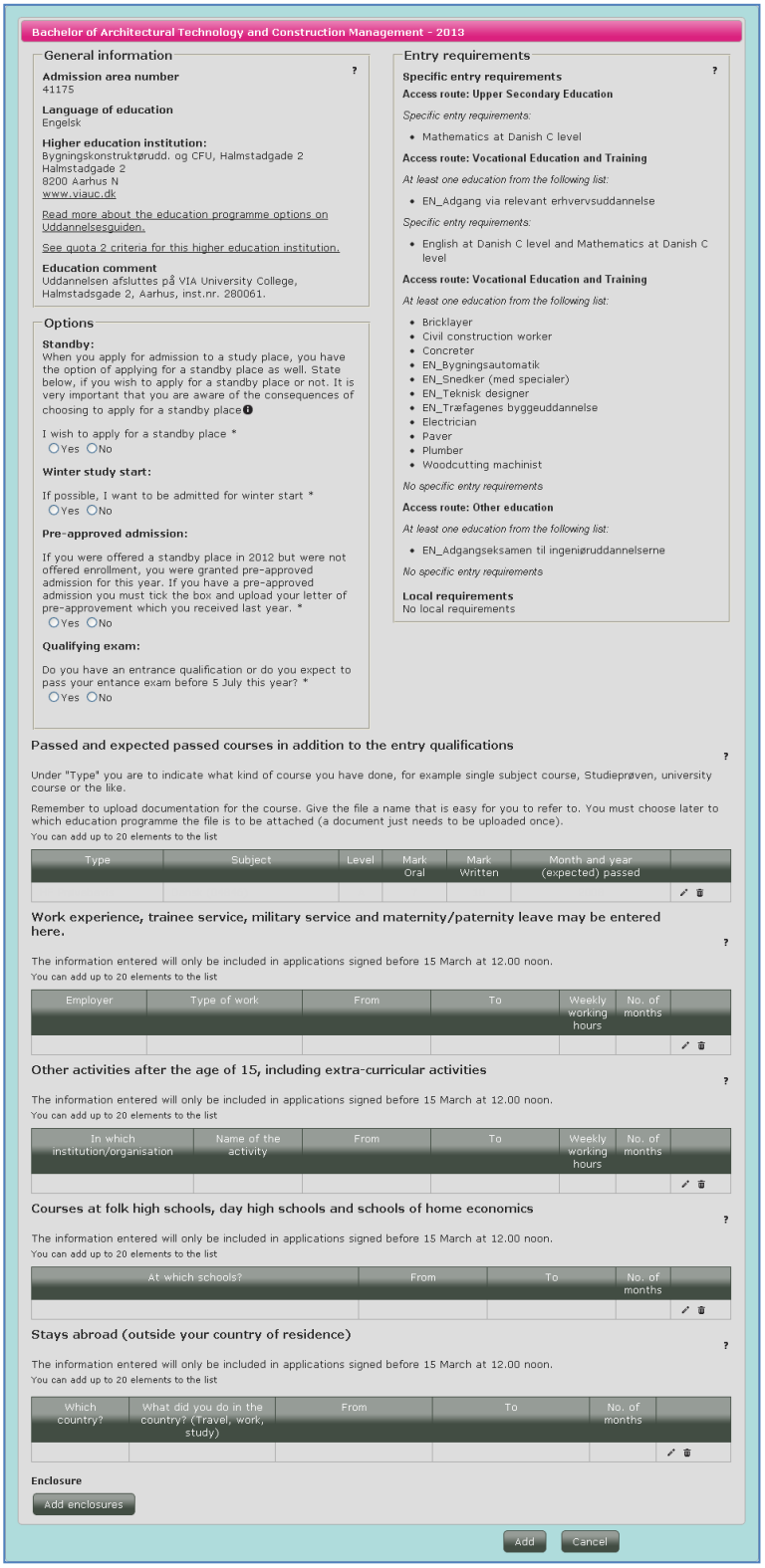
Bachelor of Architectural Technology and Construction Management - 2013
General information
Admission area number
41175
Language of education
Engelsk
Higher education institution:
Bygningskonstruktørudd. og CFU, Halmstadgade 2
Halmstadgade 2
9200 Aarhus N
www.viauc.dk
Read more about the education programme options on Uddannelsesguiden.
See quota 2 criteria for this higher education institution.
Education comment
Uddannelsen afsluttes på VIA University College, Halmstadsgade 2, Aarhus, inst.nr. 280061.
Options
Standby:
When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place
I wish to apply for a standby place *
Yes No
Winter study start:
If possible, I want to be admitted for winter start *
Yes No
Pre-approved admission:
If you were offered a standby place in 2012 but were not offered enrollment, you were granted pre-approved admission for this year. If you have a pre-approved admission you must tick the box and upload your letter of pre-approvement which you received last year. *
Yes No
Qualifying exam:
Do you have an entrance qualification or do you expect to pass your entance exam before 5 July this year? *
Yes No
Entry requirements
Specific entry requirements
Access route: Upper Secondary Education
Specific entry requirements:
Mathematics at Danish C level
Access route: Vocational Education and Training
At least one education from the following list:
EN_Adgang via relevant erhvervsuddannelse
Specific entry requirements:
English at Danish C level and Mathematics at Danish C level
Access route: Vocational Education and Training
At least one education from the following list:
Bricklayer
Civil construction worker
Concreter
EN_Bygningsautomatik
EN_Snedker (med specialer)
EN_Teknisk designer
EN_Træfagenes byggeuddannelse
Electrician
Paver
Plumber
Woodcutting machinist
No specific entry requirements
Access route: Other education
At least one education from the following list:
EN_Adgangseksamen til ingeniøruddannelserne
No specific entry requirements
Local requirements
No local requirements
Passed and expected passed courses in addition to the entry qualifications
Under "Type" you are to indicate what kind of course you have done, for example single subject course, Studieprøven, university course or the like.
Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached (a document just needs to be uploaded once).
You can add up to 20 elements to the list
Type
Subject
Level
Mark Oral
Mark Written
Month and year (expected) passed
Work experience, trainee service, military service and maternity/paternity leave may be entered here.
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
Employer
Type of work
From
To
Weekly working hours
No. of months
Other activities after the age of 15, including extra-curricular activities
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
In which institution/organisation
Name of the activity
From
To
Weekly working hours
No. of months
Courses at folk high schools, day high schools and schools of home economics
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
At which schools?
From
To
No. of months
Stays abroad (outside your country of residence)
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
Which country?
What did you do in the country? (Travel, work, study)
From
To
No. of months
Enclosure
Add enclosures
Add
Cancel

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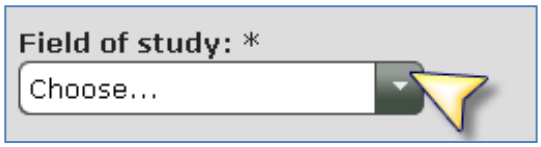
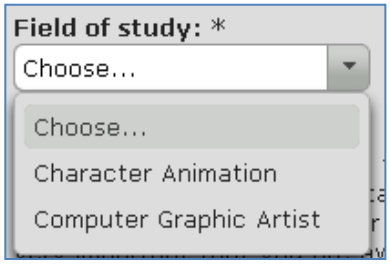
step 3

Field of study
It is possible to choose a field of study for some of the education programmes.



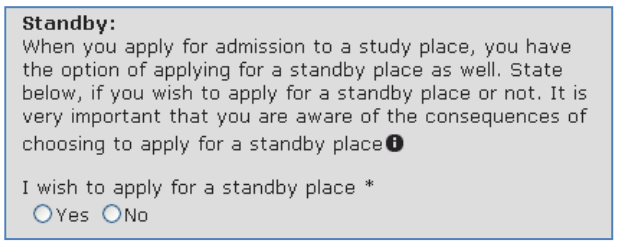
In this example, the field of study is as part of a professional bachelor program.



You will need to choose a field of study for any education programme that has different options for this. You will only be able to choose a field for the relevant programme. Not all education programmes have different fields of study. If you cannot see any options for field of study, it is because the education programme does not have different options for field of study.

step 4

Standby
You will need to choose whether or not you wish to apply for standby. You can see the explanation about standby in the fact box or by holding your mouse over the


Standby:
When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place
I wish to apply for a standby place *
Yes
No

Please note

Standby is a waiting list system. Applicants that fulfill the admission requirements, but cannot be immediately offered a study place, can instead be offered a standby place. If a place becomes vacant on the programme, the educational institution can offer it to a standby student already the same year. If no places become vacant, then the standby student will be offered a pre-approved place the following year. You can apply for standby on each programme for which you apply. If you are offered a standby place, then you will not also be offered a place on a lower priority. You can only apply for standby at the same time as when you apply for admission. That is to say, you cannot apply for a place a year in advance. Standby places are only offered to students who have chosen standby.
You can read more about standby in the explanation about standby at Uddannelsesguiden (the page is in Danish).

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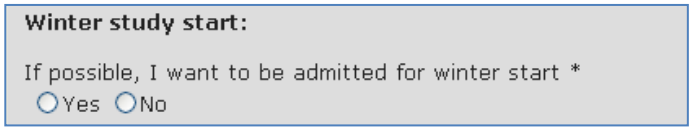
step 5

Winter study start

If the programme has this icon in the overview, then you will need to consider if you want to start during the winter.



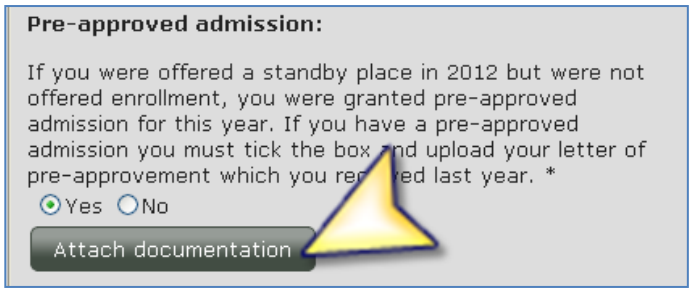
You should answer *yes* in this text field, if you prefer to start during the winter rather than during the summer. You should say *No* if you prefer to start in the summer. The place of education can divide applicants according to their own sorting criteria. Because of this, you cannot be certain that you will have your preferences for study start should you be admitted to the programme.

step 6

Pre-approval

If you have pre-approval from the previous year, then you should note this here.

If you answer yes, then you will need to upload documentation. The documentation should be the pre-approval documentation you received from the educational institution. When you answer 'yes', a button will appear which you can click on to upload documentation. Please see section 6 to see how to attach digital documentation.


Pre-approved admission:
If you were offered a standby place in 2012 but were not offered enrollment, you were granted pre-approved admission for this year. If you have a pre-approved admission you must tick the box and upload your letter of pre-approvement which you received last year. *
Yes No
Attach documentation

Please note

You should be aware that you will still need to fulfill the admission criteria for the education programme, even if you have a pre-approval from the previous year. Even if you have pre-approval for a particular programme, you can still apply for admission to other education programmes as a higher priority. If you apply for another programme as a higher priority, your pre-approval will only be activated if you are not admitted to a higher priority than the one to which you have pre-approval.

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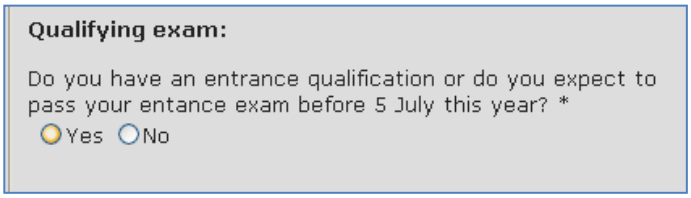
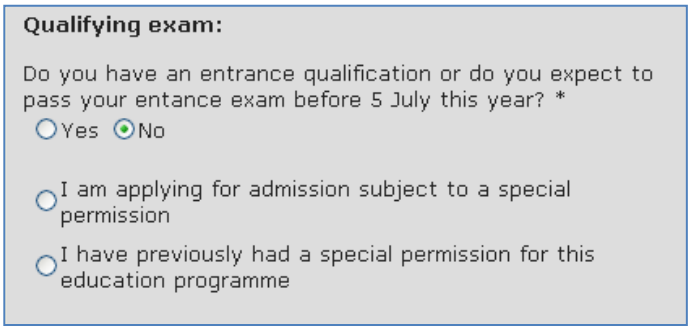
step 7

Entry qualifying exam

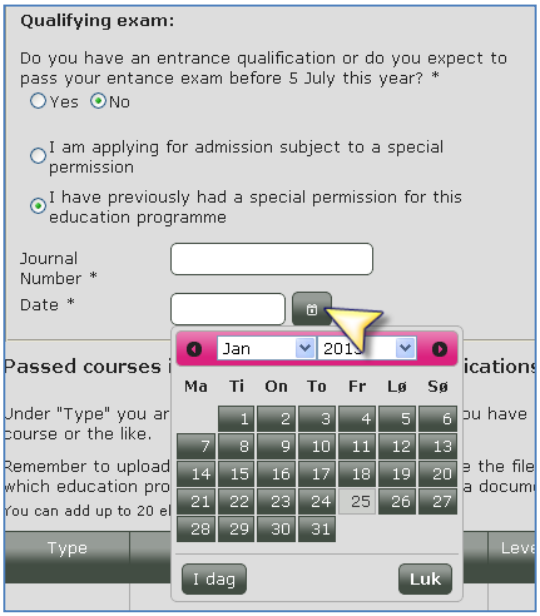
You should mention whether or not you expect to have an entry qualifying exam before 5 July.


Qualifying exam:
Do you have an entrance qualification or do you expect to pass your entance exam before 5 July this year? *
Yes
No

If you answer *No*, you will need to say whether you are applying for a special permission to apply for the programme, or whether you have previously been granted a special permission to apply for this programme.


Qualifying exam:
Do you have an entrance qualification or do you expect to pass your entance exam before 5 July this year? *
Yes
No
I am applying for admission subject to a special permission
I have previously had a special permission for this education programme

If you have previously been granted a special permission to apply, you will need to give the reference number and the date. You can choose the date by clicking on the icon. After this you can click on the date in the calendar and it will be automatically added to your application. If you do not have a journal number you can give your CPR number or identification number instead.


Qualifying exam:
Do you have an entrance qualification or do you expect to pass your entance exam before 5 July this year? *
Yes
No
I am applying for admission subject to a special permission
I have previously had a special permission for this education programme
Journal Number *
Date *
Jan
Ma Ti On To Fr Lø Sø
I dag
Luk
Type

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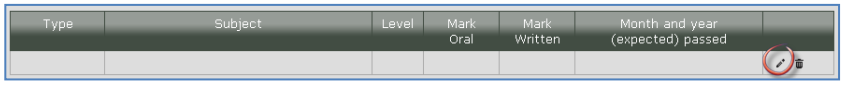
Please note

If you do not have an entry qualifying exam, you can apply for a special permission to apply. You can read more about it here (the page is in Danish).

step 8

General information about adding activities in the following text boxes.
The same sort of rules apply when adding activities in the following text boxes. You need to click on the pencil icon in order to be able to write in the line about activities.

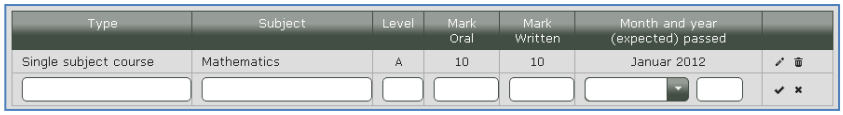


When you have clicked on the pencil, you will be able to type in the text fields.

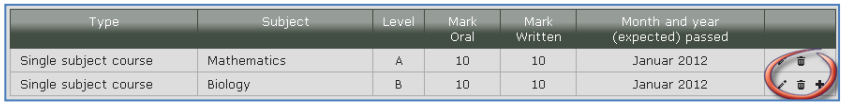
When you have finished, you need to tick the box.

All your information has now been added. Should you wish to edit the information, you should click on the pencil icon. Should you wish to delete the information, you should click on the rubbish bin icon. Should you wish to add a new line, you should click on the plus icon.

If you click on the plus icon, a new line will appear in which you can type information.



When you fill out more than one choice of education programme in the priority list, all the information that you filled out in the text fields of the previous choice is copied into the text fields for the new programme. You can delete, edit or keep the information in these text fields according to what is relevant for the new choice of programme in your application. You can also add new lines.



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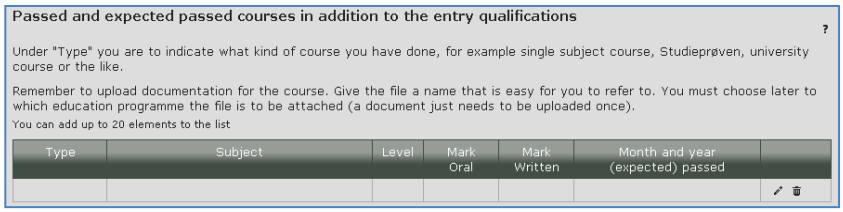
You can add a maximum of 20 lines to each text box.

step 9

Passed courses and expected passed courses in addition to the entry qualifications.
You should type in any supplementary courses that you may need to fulfill the specific entry requirements **for the relevant choice of** programme in this text field.
The text field should also be used if you have passed other relevant courses that you wish to be included in your Quota 2 application.
You read how to add extra lines in step 8. You can add a maximum of 20 lines.

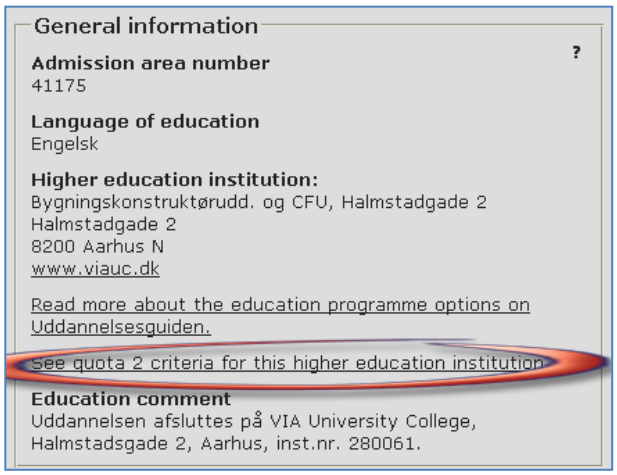

Passed and expected passed courses in addition to the entry qualifications
Under "Type" you are to indicate what kind of course you have done, for example single subject course, Studieprøven, university course or the like.
Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached (a document just needs to be uploaded once).
You can add up to 20 elements to the list
Type
Subject
Level
Mark Oral
Mark Written
Month and year (expected) passed

You must remember to document your supplementary courses by uploading any relevant enclosures. If you are applying in Quota 2, you will need to check the relevant place of study to see what the deadline is for uploading documentation. Remember that all documentation must be included as an enclosure. Digital enclosures can be added at the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more in section 6 about how to attach documentation.

Please note

The following text fields will only show once the choice has been attested for and the signature page has reached the relevant place of study by 15 March 12 noon at the latest. You must also fill in any information that you wish to be considered as part of your Quota 2 application in the text fields.

By clicking the link for Quota 2 criteria, you can see which criteria are important for the specific programme for which you wish to apply.



You must be able to document any information you give in the text fields by upload-

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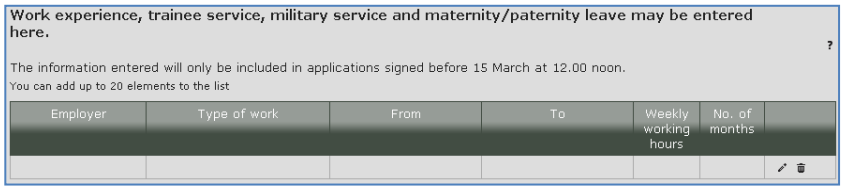
ing relevant documentation. You can see which activities the educational institution consider as important and you can find the deadline for uploading documentation on the website of the educational institution.

step 10

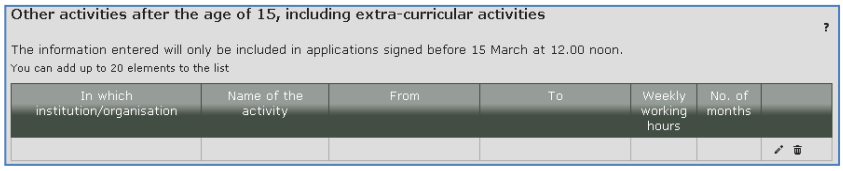
Work experience, trainee service, military service and maternity/paternity leave may be entered here in chronological order.
You should mention any work experience, military service, and maternity/paternity leave here. You should mention any information you wish considered as part of your Quota 2 application. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.


Work experience, trainee service, military service and maternity/paternity leave may be entered here.
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
Employer
Type of work
From
To
Weekly working hours
No. of months

You should mention your former employer and what kind of job you had. You should mention when you started, when you finished as well as for how many months you had the job and how many weekly hours you worked in. Remember to document everything by uploading documentation. Digital enclosures can be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more in section 6 about how to upload enclosures.

step 11

Other activities after the age of 15 including extra-curricular activities
You can type in any other activities here. Such activities could be if you have been a scout leader, a football trainer, if you have worked in any volunteer leadership role, or any other type of voluntary work. You should only give the information that you wish to be included in your quota 2 application. You can read more in step 8 on how to add extra lines. You can add a maximum of 20 lines.


Other activities after the age of 15, including extra-curricular activities
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
In which institution/organisation
Name of the activity
From
To
Weekly working hours
No. of months

You should mention for which organization, union or club you have worked. You should describe what you have done and a start and finish date, approximately how many hours per week you worked and for how many months you worked. Remember that you must be able to document everything. The documentation can be a statement from the scout group leader or the leader of the football club etc. Digital enclosures can be added at the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more in section 6 on how to upload enclosures.

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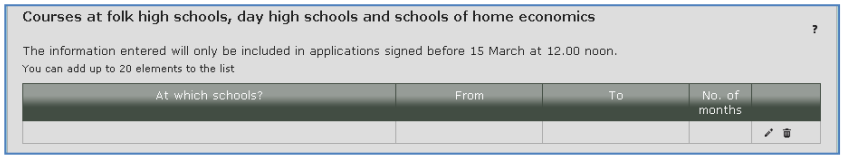
step 12

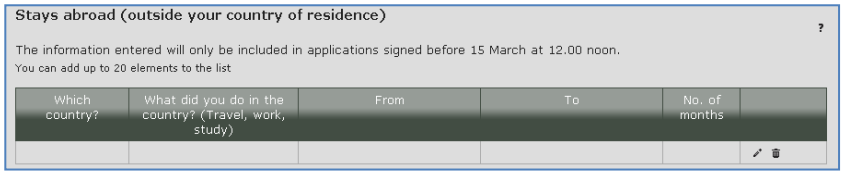
Courses at folk high schools, day high schools and schools of home economics
You can type in if you have been attending a course at a folk high school or at a school of home economics here. You should only give the information you wish to be included in your Quota 2 application. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.


Courses at folk high schools, day high schools and schools of home economics
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
At which schools?
From
To
No. of months

You should write the name of the school and the start and finish dates as well as the number of months you attended.
Remember that you must document your residency. Digital enclosures can be added at the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more in section 6 about how to attach documentation.

step 13

Stays abroad (outside your country of residence)
You should mention whether or not you have been abroad for a longer period of time. This can be, as examples, at an orphanage in Guatemala, working in a hotel in Switzerland, a study trip to England or similar. You should only give the information you wish to be included as part of your Quota 2 application. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.


Stays abroad (outside your country of residence)
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
Which country?
What did you do in the country? (Travel, work, study)
From
To
No. of months

You will need to mention which country you visited and what you did there. You will also need to mention when you were there and for how many months.
Remember that you must document any stays abroad. This could be a statement from the leader of the orphanange, a statement from your boss, any diplomas or similar. Digital enclosures can be added at the tab *Enclosure*s. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more in section 6 about how to attach documentation.

step 14

You can upload enclosures at the bottom of the page. Digital enclosures can also be added at the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more about uploading enclosures in section 6.

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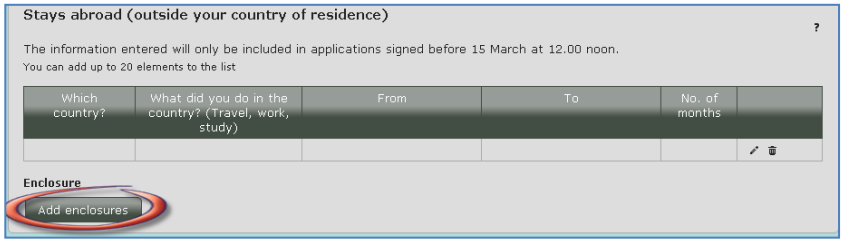
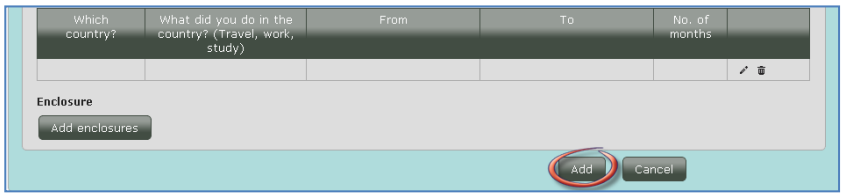
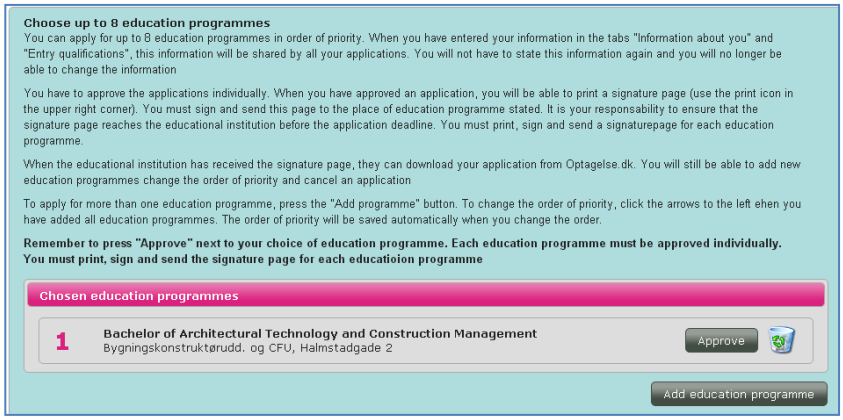

Stays abroad (outside your country of residence)
The information entered will only be included in applications signed before 15 March at 12.00 noon.
You can add up to 20 elements to the list
Which country?
What did you do in the country? (Travel, work, study)
From
To
No. of months
Enclosure
Add enclosures

step 15

Finally, you will need to click Add at the bottom of the page. Your choice of programme will not be added until you have clicked here.



Your choice of programme has now been added.


Choose up to 8 education programmes
You can apply for up to 8 education programmes in order of priority. When you have entered your information in the tabs "Information about you" and "Entry qualifications", this information will be shared by all your applications. You will not have to state this information again and you will no longer be able to change the information
You have to approve the applications individually. When you have approved an application, you will be able to print a signature page (use the print icon in the upper right corner). You must sign and send this page to the place of education programme stated. It is your responsability to ensure that the signature page reaches the educational institution before the application deadline. You must print, sign and send a signaturepage for each education programme.
When the educational institution has received the signature page, they can download your application from Optagelse.dk. You will still be able to add new education programmes change the order of priority and cancel an application
To apply for more than one education programme, press the "Add programme" button. To change the order of priority, click the arrows to the left ehen you have added all education programmes. The order of priority will be saved automatically when you change the order.
Remember to press "Approve" next to your choice of education programme. Each education programme must be approved individually.
You must print, sign and send the signature page for each educatioion programme
Chosen education programmes
1
Bachelor of Architectural Technology and Construction Management
Bygningskonstruktørudd. og CFU, Halmstadgade 2
Approve
Add education programme

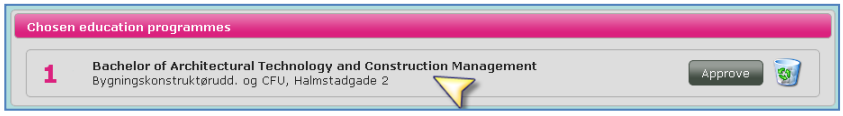
You can now add more choices of education programmes (read more in section 5.1) or approve your choices of application (read more in section 5.5).

Please note

If you click on *Cancel* in step 15 or go back to the list of priorities without having clicked to add your chosen education programme, then you will need to find the relevant programme in the list once again.

step 16

You can edit any information given until you have approved your application. You do this by clicking on the name of the programme. You will now be given the option to edit the information. Remember to save any edited information.



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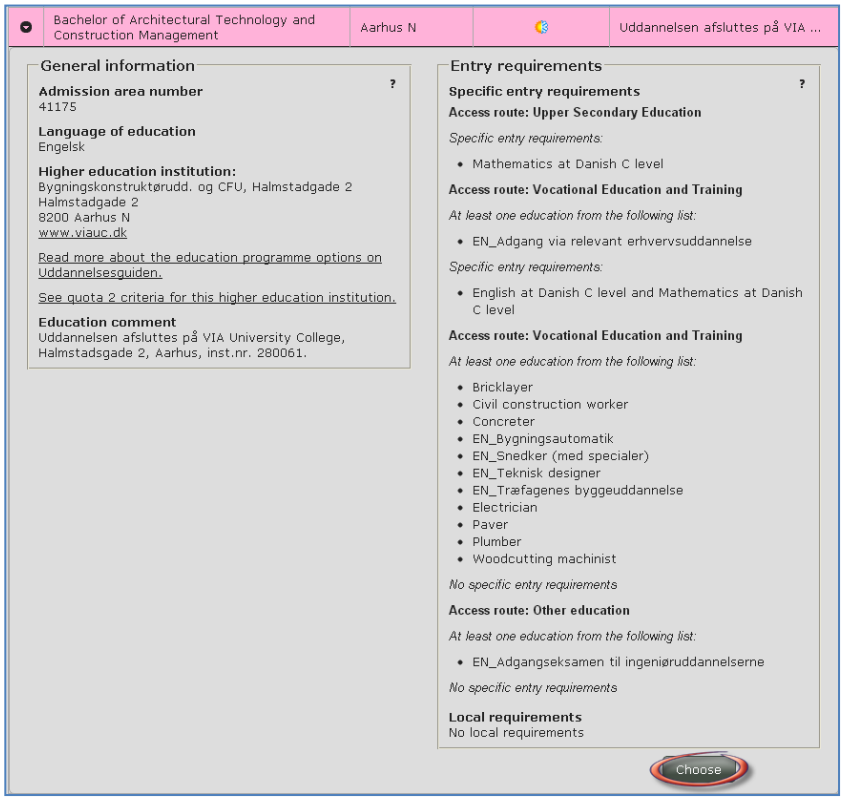
5.3 Adding choices of programmes to Quota 1

Once you have found the programme you are looking for, you will need to add your choice of education programmes. Below you can see what you need to consider as part of a Quota 1 application. If you have a Danish upper secondary school education, you can add further choices to a Quota 1 application right up until 5 July 12 noon.

step 1

You will first need to find the programme as described in section 5.1. Once you have found the programme, you should click on the arrow.

You will now be able to see all the information about the programme. If this is the programme for which you wish to apply, then you should click on *Choose*.



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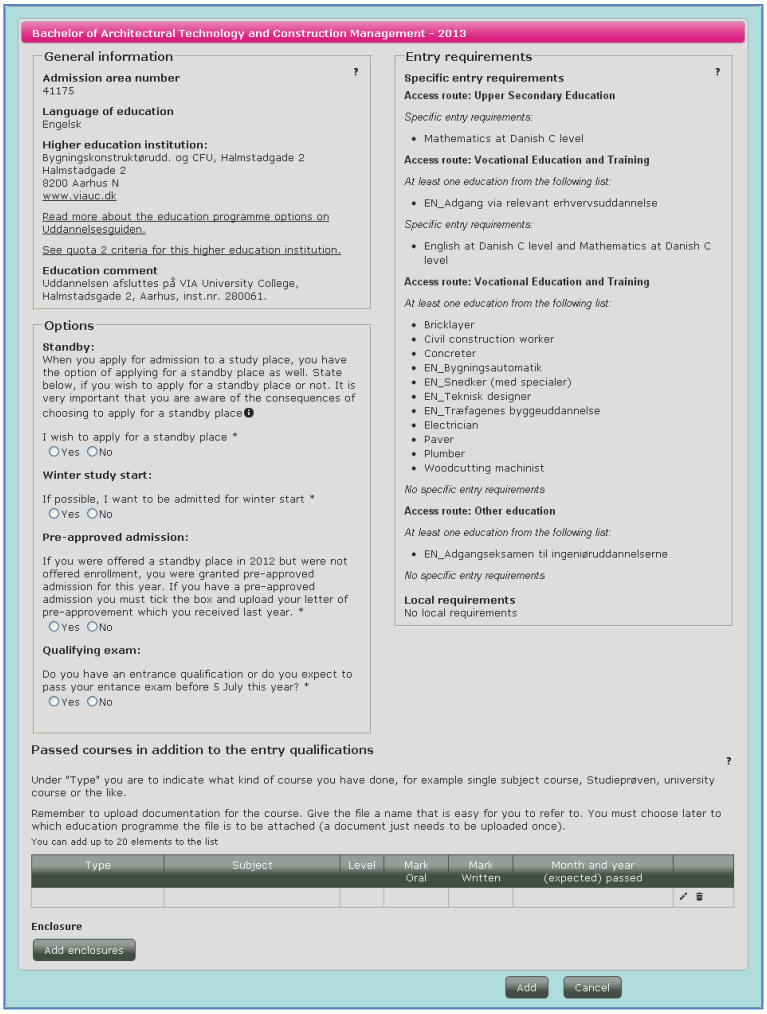
step 2

You will now be able to see the programme with a series of text fields. Choices that are marked with an asterisk (*) are things which you must fill out. You can fill out the rest if it is relevant for your application.


Bachelor of Architectural Technology and Construction Management - 2013
General information
Admission area number
41175
Language of education
Engelsk
Higher education institution:
Bygningskonstruktørudd. og CFU, Halmstadgade 2
Halmstadgade 2
8200 Aarhus N
www.viauc.dk
Read more about the education programme options on Uddannelsesguiden.
See quota 2 criteria for this higher education institution.
Education comment
Uddannelsen afsluttes på VIA University College, Halmstadsgade 2, Aarhus, inst.nr. 280061.
Options
Standby:
When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place
I wish to apply for a standby place *
Yes No
Winter study start:
If possible, I want to be admitted for winter start *
Yes No
Pre-approved admission:
If you were offered a standby place in 2012 but were not offered enrollment, you were granted pre-approved admission for this year. If you have a pre-approved admission you must tick the box and upload your letter of pre-approvement which you received last year. *
Yes No
Qualifying exam:
Do you have an entrance qualification or do you expect to pass your entance exam before 5 July this year? *
Yes No
Entry requirements
Specific entry requirements
Access route: Upper Secondary Education
Specific entry requirements:
Mathematics at Danish C level
Access route: Vocational Education and Training
At least one education from the following list:
EN_Adgang via relevant erhvervsuddannelse
Specific entry requirements:
English at Danish C level and Mathematics at Danish C level
Access route: Vocational Education and Training
At least one education from the following list:
Bricklayer
Civil construction worker
Concreter
EN_Bygningsautomatik
EN_Snedker (med specialer)
EN_Teknisk designer
EN_Træfagenes byggeuddannelse
Electrician
Paver
Plumber
Woodcutting machinist
No specific entry requirements
Access route: Other education
At least one education from the following list:
EN_Adgangseksamen til ingeniøruddannelserne
No specific entry requirements
Local requirements
No local requirements
Passed courses in addition to the entry qualifications
Under "Type" you are to indicate what kind of course you have done, for example single subject course, Studieprøven, university course or the like.
Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached (a document just needs to be uploaded once).
You can add up to 20 elements to the list
Type
Subject
Level
Mark Oral
Mark Written
Month and year (expected) passed
Enclosure
Add enclosures
Add
Cancel

step 3

Field of study

It is possible to choose a field of study for some of the education programmes.

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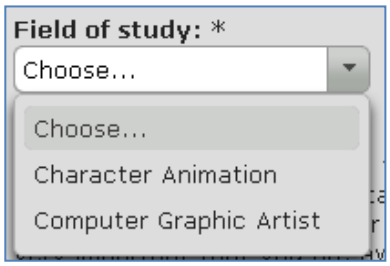
In this example, the field of study is as part of a professional bachelor program.

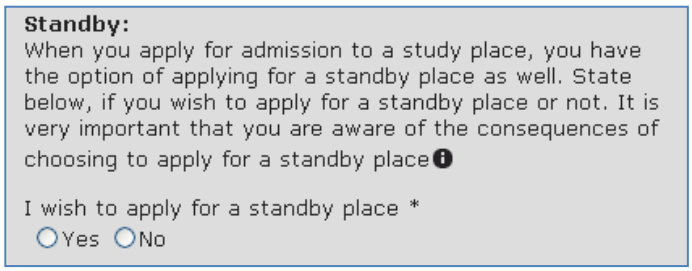


You will need to choose a field of study for any education programme that has different options for this. You will only be able to choose a field for the relevant programme. Not all education programmes have different fields of study. If you cannot see any options for field of study, it is because the education programme does not have different options for field of study.

step 4

Standby

You will need to choose whether or not you wish to apply for standby.
You can see the explanation about standby in the fact box or by holding your mouse over the


Standby:
When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place
I wish to apply for a standby place *
Yes
No

Please note

Standby is a waiting list system. Applicants that fulfill the admission requirements, but cannot be immediately offered a study place, can instead be offered a standby place. If a place becomes vacant on the programme, the educational institution can offer it to a standby student already the same year. If no places become vacant, then the standby student will be offered a pre-approved place the following year. You can apply for standby on each programme for which you apply. If you are offered a standby place, then you will not also be offered a place on a lower priority. You can only apply for standby at the same time as when you apply for admission. That is to say, you cannot apply for a study place a year in advance. Standby places are only offered to students who have chosen standby.

You can read more about standby here (the page is in Danish).

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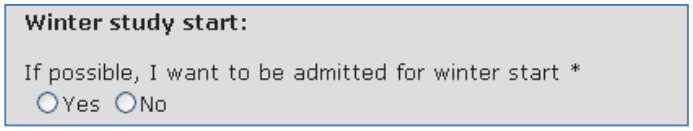
step 5

Winter study start

If the programme has this icon in the overview, then you will need to consider if you want to start during the winter.

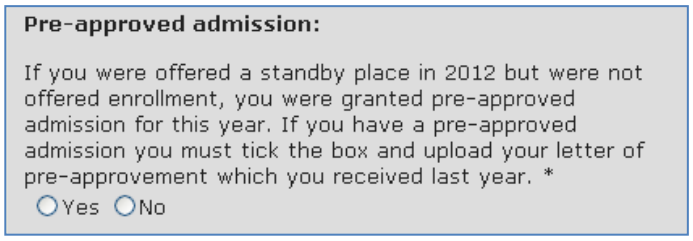


You should answer *yes* in this text field, if you prefer to start during the winter rather than during the summer. You should say *No* if you prefer to start in the summer. The place of education can divide applicants according to their own sorting criteria. Because of this, you cannot be certain that you will have your preferences for study start should you be admitted to the programme.

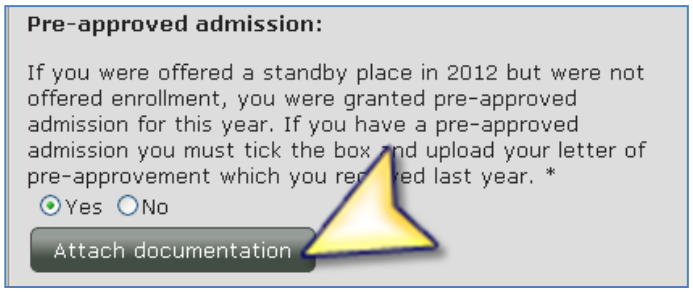
step 6

Pre-approval

If you have pre-approval from the previous year, then you should note this here.


Pre-approved admission:
If you were offered a standby place in 2012 but were not offered enrollment, you were granted pre-approved admission for this year. If you have a pre-approved admission you must tick the box and upload your letter of pre-approvement which you received last year. *
Yes No

If you answer *yes*, then you will need to upload documentation. The documentation should be the pre-approval you received from the educational institution. When you answer *yes*, a button will appear which you can click on to upload documentation. Please see section 6 to see how to attach digital documentation.


Pre-approved admission:
If you were offered a standby place in 2012 but were not offered enrollment, you were granted pre-approved admission for this year. If you have a pre-approved admission you must tick the box and upload your letter of pre-approvement which you re ed last year. *
Yes No
Attach documentation

Please note

You should be aware that you will still need to fulfill the admission criteria for the education programme, even if you have a pre-approval letter from the previous year. Even if you have pre-approval for a particular programme, you can still apply for admission to other education programmes as a higher priority. If you apply for another programme as a higher priority, your pre-approval will only be activated if you are not admitted to a higher priority than the programme to which you have pre-approval.

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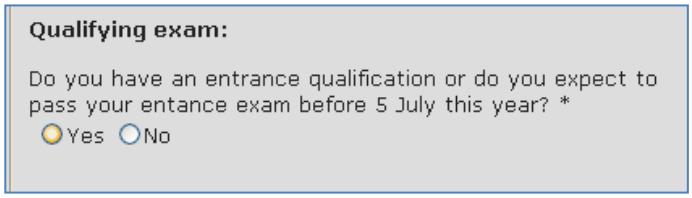
step 7

Entry qualifying exam

You should mention whether or not you expect to have an entry qualifying exam before 5 July.

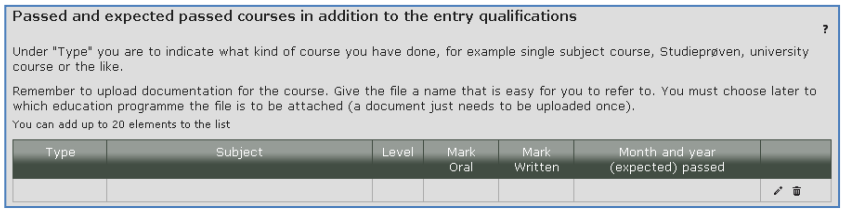

Qualifying exam:
Do you have an entrance qualification or do you expect to pass your entance exam before 5 July this year? *
Yes
No

If you answer *No*, you cannot apply to Quota 1. See section 5.2 instead.

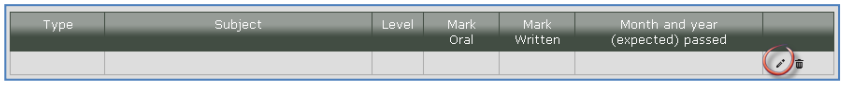
step 8

Passed courses in addition to the entry qualifications.

You should type in any supplementary courses that you may need to fulfill the specific entry requirements **for the relevant choice of** programme in this text field.
The text field should also be used if you have passed other relevant courses that you wish to be included in your Quota 1 application.


Passed and expected passed courses in addition to the entry qualifications
Under "Type" you are to indicate what kind of course you have done, for example single subject course, Studieprøven, university course or the like.
Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached (a document just needs to be uploaded once).
You can add up to 20 elements to the list
Type
Subject
Level
Mark Oral
Mark Written
Month and year (expected) passed

You need to click on the pencil icon in order to be able write in the line about activities.



When you have clicked on the pencil, you will be able to type in the text fields.

When you have finished, you need to tick the box.

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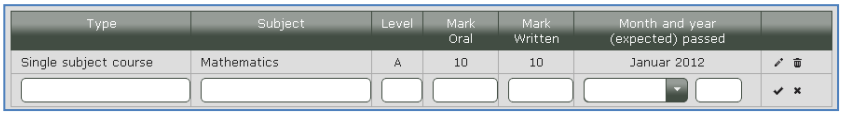
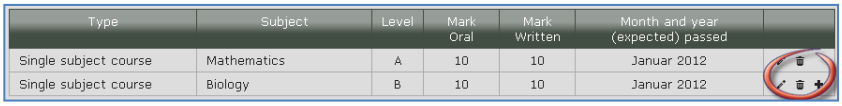
All your information has now been added. Should you wish to edit the information, you should click on the pencil icon. Should you wish to delete the information, you should click on the rubbish bin icon. Should you wish to add a new line, you should click on the plus icon.

If you click on the plus icon, a new line will appear in which you can type information.



When you fill out more than one choice of education programme in the priority list, all the information that you filled out in the text fields of the previous choice is copied into the new line of text fields. You can delete, edit or keep the information in these text fields according to what is relevant for the new choice of programme in your application. You can also add new lines.

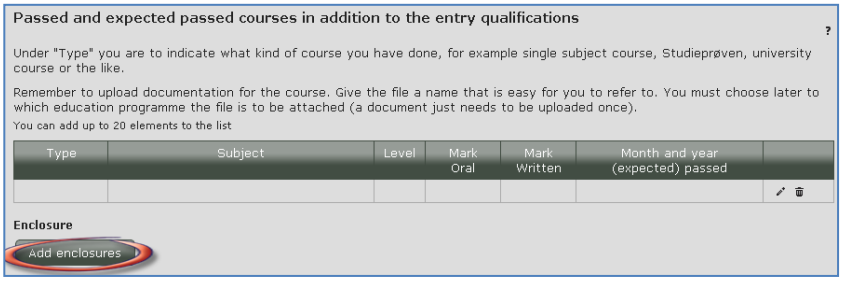


You can add a maximum of 20 lines to each text box.

You must remember to document your supplementary courses by uploading any relevant enclosures. Digital enclosures can be added at the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications.
. You can read more in section 6 about how to attach documentation.

step 9

You upload enclosures at the bottom of the page. Digital enclosures can also be added at the tab *Enclosures*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more about uploading enclosures in section 6.


Passed and expected passed courses in addition to the entry qualifications
Under "Type" you are to indicate what kind of course you have done, for example single subject course, Studieprøven, university course or the like.
Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached (a document just needs to be uploaded once).
You can add up to 20 elements to the list
Type
Subject
Level
Mark Oral
Mark Written
Month and year (expected) passed
Enclosure
Add enclosures

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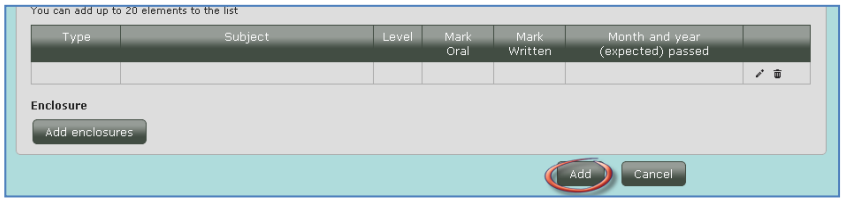
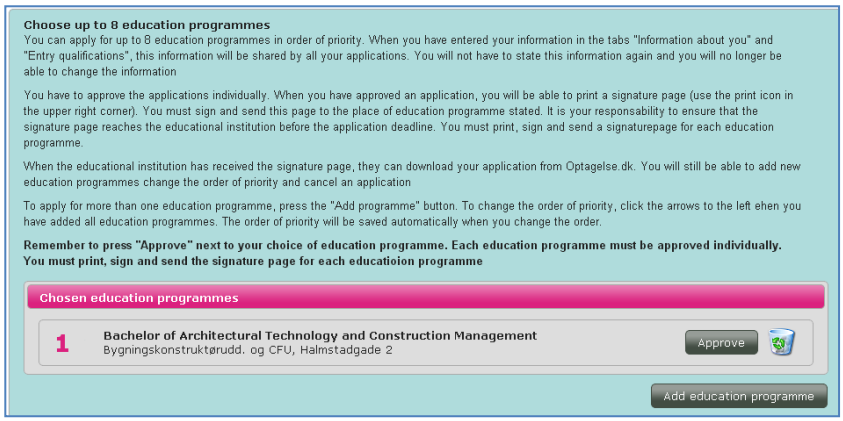
step 10

Finally, you will need to click Add at the bottom of the page. Your choice of programme will not be added until you have clicked here.



Your choice of programme has now been added.


Choose up to 8 education programmes
You can apply for up to 8 education programmes in order of priority. When you have entered your information in the tabs "Information about you" and "Entry qualifications", this information will be shared by all your applications. You will not have to state this information again and you will no longer be able to change the information
You have to approve the applications individually. When you have approved an application, you will be able to print a signature page (use the print icon in the upper right corner). You must sign and send this page to the place of education programme stated. It is your responsability to ensure that the signature page reaches the educational institution before the application deadline. You must print, sign and send a signaturepage for each education programme.
When the educational institution has received the signature page, they can download your application from Optagelse.dk. You will still be able to add new education programmes change the order of priority and cancel an application
To apply for more than one education programme, press the "Add programme" button. To change the order of priority, click the arrows to the left ehen you have added all education programmes. The order of priority will be saved automatically when you change the order.
Remember to press "Approve" next to your choice of education programme. Each education programme must be approved individually. You must print, sign and send the signature page for each educatioion programme
Chosen education programmes
1
Bachelor of Architectural Technology and Construction Management
Bygningskonstruktørudd. og CFU, Halmstadgade 2
Approve
Add education programme

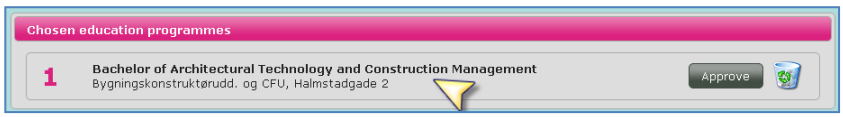
You can now add more choices of education (read more in section 5.1) or attest your choices of application (read more in section 5.5).

Please note

If you click on *Cancel* in step 15 or go back to the list of priorities without having clicked to add your chosen programme of study, then you will need to find the relevant programme in the list once again.

step 11

You can edit any information given up until you have approved your application. You do this by clicking on the name of the programme. You will now be given the option to edit the information. Remember to save any edited information.



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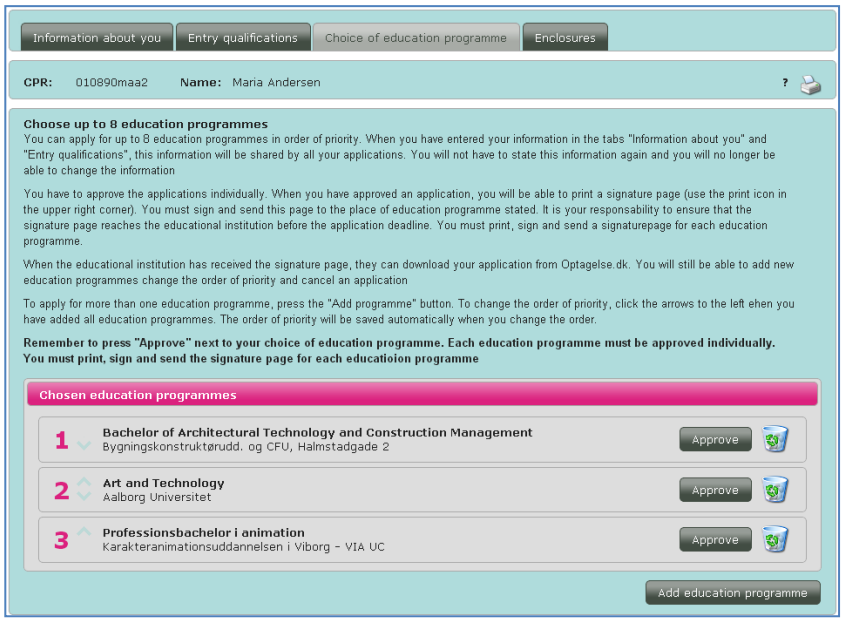
5.4 Changing priorities

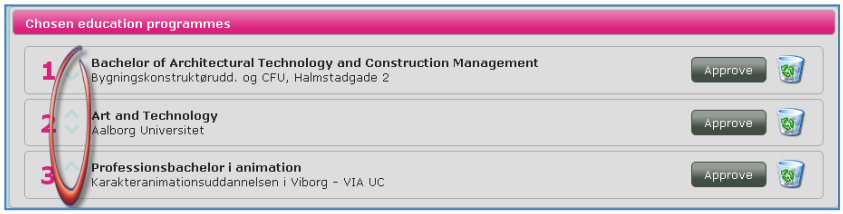
You can change the order of priorities of your education programmes, and you can also cancel programmes.

You can change the order and delete programmes until 12 noon on the 5 of July. You can also change or cancel education programmes you have already approved, even if you have already sent the signature page and the educational institution has retrieved your education programme. **Please note** that for Quota 2 applications only education programmes which you have approved and for which the education institution has received the signature page prior to 12 noon on the 15 of March will be considered. If you cancel an approved education programme after noon on the 15 of March and then add it again at a later time, it will no longer be assessed under Quota 2, even if you have sent confirmation before March 15.

step 1 Click the *Choice of education programme* tab, to see a list of your priorities.


Information about you
Entry qualifications
Choice of education programme
Enclosures
CPR: 010890maa2
Name: Maria Andersen
Choose up to 8 education programmes
You can apply for up to 8 education programmes in order of priority. When you have entered your information in the tabs "Information about you" and "Entry qualifications", this information will be shared by all your applications. You will not have to state this information again and you will no longer be able to change the information
You have to approve the applications individually. When you have approved an application, you will be able to print a signature page (use the print icon in the upper right corner). You must sign and send this page to the place of education programme stated. It is your responsability to ensure that the signature page reaches the educational institution before the application deadline. You must print, sign and send a signaturepage for each education programme.
When the educational institution has received the signature page, they can download your application from Optagelse.dk. You will still be able to add new education programmes change the order of priority and cancel an application
To apply for more than one education programme, press the "Add programme" button. To change the order of priority, click the arrows to the left ehen you have added all education programmes. The order of priority will be saved automatically when you change the order.
Remember to press "Approve" next to your choice of education programme. Each education programme must be approved individually. You must print, sign and send the signature page for each educatioion programme
Chosen education programmes
1 Bachelor of Architectural Technology and Construction Management
Bygningskonstruktørudd. og CFU, Halmstadgade 2
Approve
2 Art and Technology
Aalborg Universitet
Approve
3 Professionsbachelor i animation
Karakteranimationsuddannelsen i Viborg - VIA UC
Approve
Add education programme

step 2 **Changing the priority of education programmes.**
Use the arrows on the left-hand side to change the priority of your study programmes.



If you click on you move the preference down on the list. If you click on you move the preference up.

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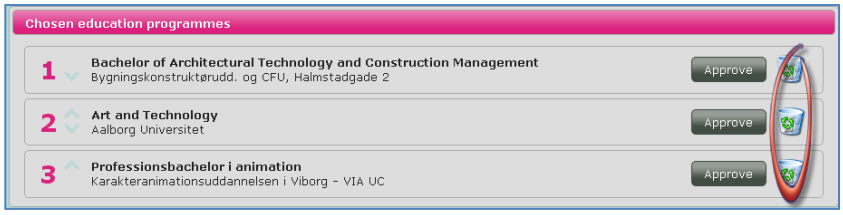
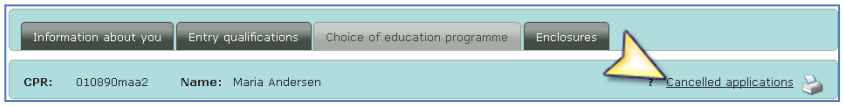
step 3

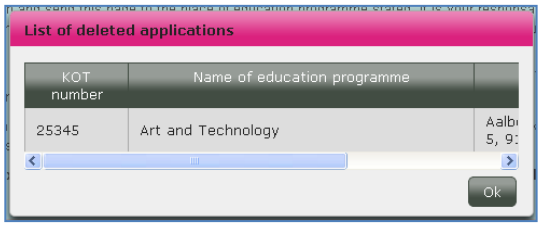
Cancelling study programmes.
If you click on the waste bin to the right, you remove the preference from your list.



If you have cancelled an approved study programme, *Cancelled applications* will be displayed as a link in the top right corner.



Click the link to view a list of your cancelled applications.

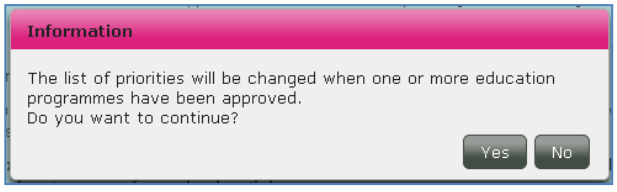


Please note

If you change or delete an education programme before you have approved any of your education programmes, you will not be notified of the change.

Information
You are about to cancel your application, which you allready have approved (and perhaps signed and posted). If you continue, your application no longer apply.
Ok
Cancel

If you have approved one of your education programmes you will be notified every time you make a change, irrespective of whether you change the priority or cancel a study programme, and irrespective of whether the approved education programme is impacted.


Information
The list of priorities will be changed when one or more education programmes have been approved.
Do you want to continue?
Yes
No

Click *Yes* in order to affect your change. If you do not wish to make the change you

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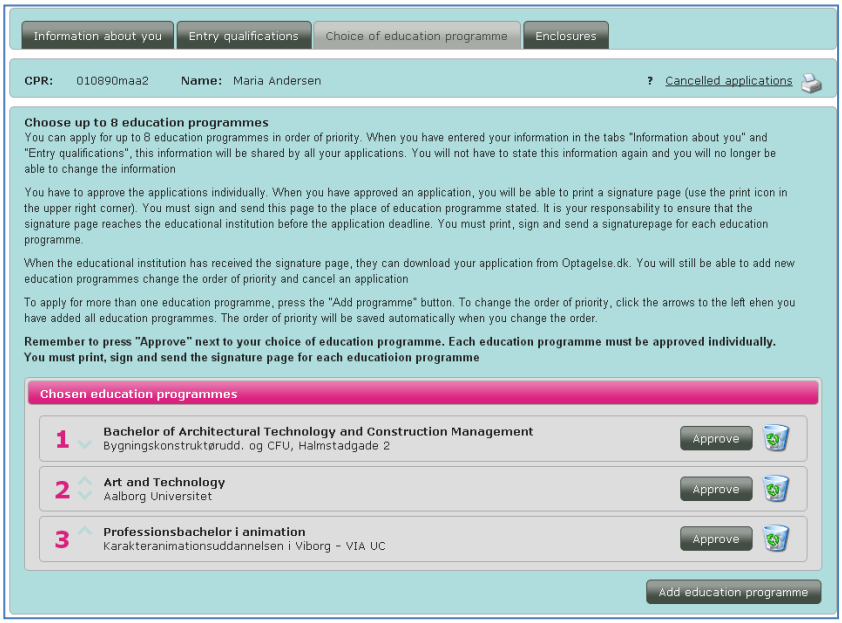
should click on *No*.

5.5 *Approve* education programmes and the signature page

Once you have added your education programmes they must be approved, and the signature page must be sent to the educational institutions. Please note that you have to approve each education programme. Only education programmes which have been approved and for which the education institution has received the signature page before the deadline will be considering when the application is processed.

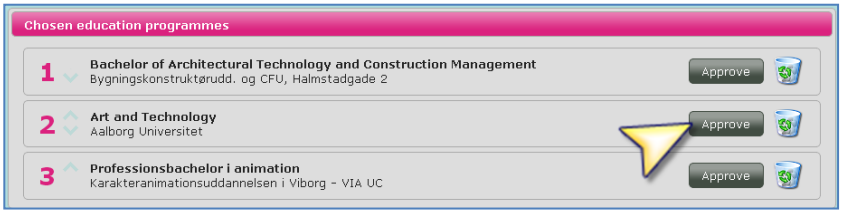
step 1

You can view your education programmes under the *Choice of education programme* tab.
This is also where you approve your education programmes and print the signature page which you **must** send to each of the educational institutions before they can view your application


Information about you
Entry qualifications
Choice of education programme
Enclosures
CPR: 010890maa2 Name: Maria Andersen
Cancelled applications
Choose up to 8 education programmes
You can apply for up to 8 education programmes in order of priority. When you have entered your information in the tabs "Information about you" and "Entry qualifications", this information will be shared by all your applications. You will not have to state this information again and you will no longer be able to change the information
You have to approve the applications individually. When you have approved an application, you will be able to print a signature page (use the print icon in the upper right corner). You must sign and send this page to the place of education programme stated. It is your responsability to ensure that the signature page reaches the educational institution before the application deadline. You must print, sign and send a signaturepage for each education programme.
When the educational institution has received the signature page, they can download your application from Optagelse.dk. You will still be able to add new education programmes change the order of priority and cancel an application
To apply for more than one education programme, press the "Add programme" button. To change the order of priority, click the arrows to the left ehen you have added all education programmes. The order of priority will be saved automatically when you change the order.
Remember to press "Approve" next to your choice of education programme. Each education programme must be approved individually. You must print, sign and send the signature page for each educatioion programme
Chosen education programmes
1 Bachelor of Architectural Technology and Construction Management
Bygningskonstruktørudd. og CFU, Halmstadgade 2
Approve
2 Art and Technology
Aalborg Universitet
Approve
3 Professionsbachelor i animation
Karakteranimationsuddannelsen i Viborg - VIA UC
Approve
Add education programme

step 2

Select the education programme you wish to approve and print the *signature page* for.
Click on the *Approve* button to confirm your choice and generate the signature page



The application is not complete until the signature page is printed and sent to the educational institution. The educational institution must receive the signature page before the application deadline.

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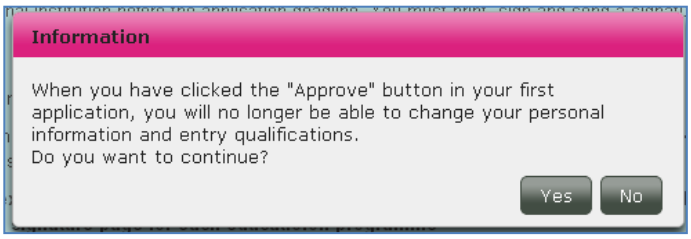
If you have not yet approved any education programmes, you will be warned that you will no longer be able to edit *personal information* and *previous qualifications* information once you have clicked *Yes* to confirm (approve) a education programme


Information
When you have clicked the "Approve" button in your first application, you will no longer be able to change your personal information and entry qualifications.
Do you want to continue?
Yes
No

If you still need to add or edit your *personal information* or *previous qualifications*, click *No*.

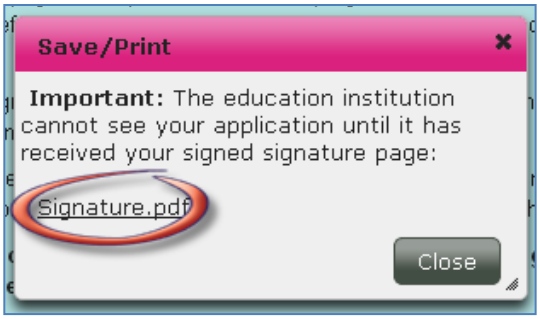
Please note

Please note that you must confirm and submit a signature page for all education programmes you wish to apply. Your application for an education programme is only received when the education institution has received the signature page. An application has been submitted on time if the education institution has received the signed signature page prior to the application deadline.

step 3

Once you have clicked on the *Approve* button, a message will be displayed containing a link to the *signature page* (in the PDF file format).

Click on the link to generate the signature page


Save/Print
Important: The education institution cannot see your application until it has received your signed signature page:
Signature.pdf
Close

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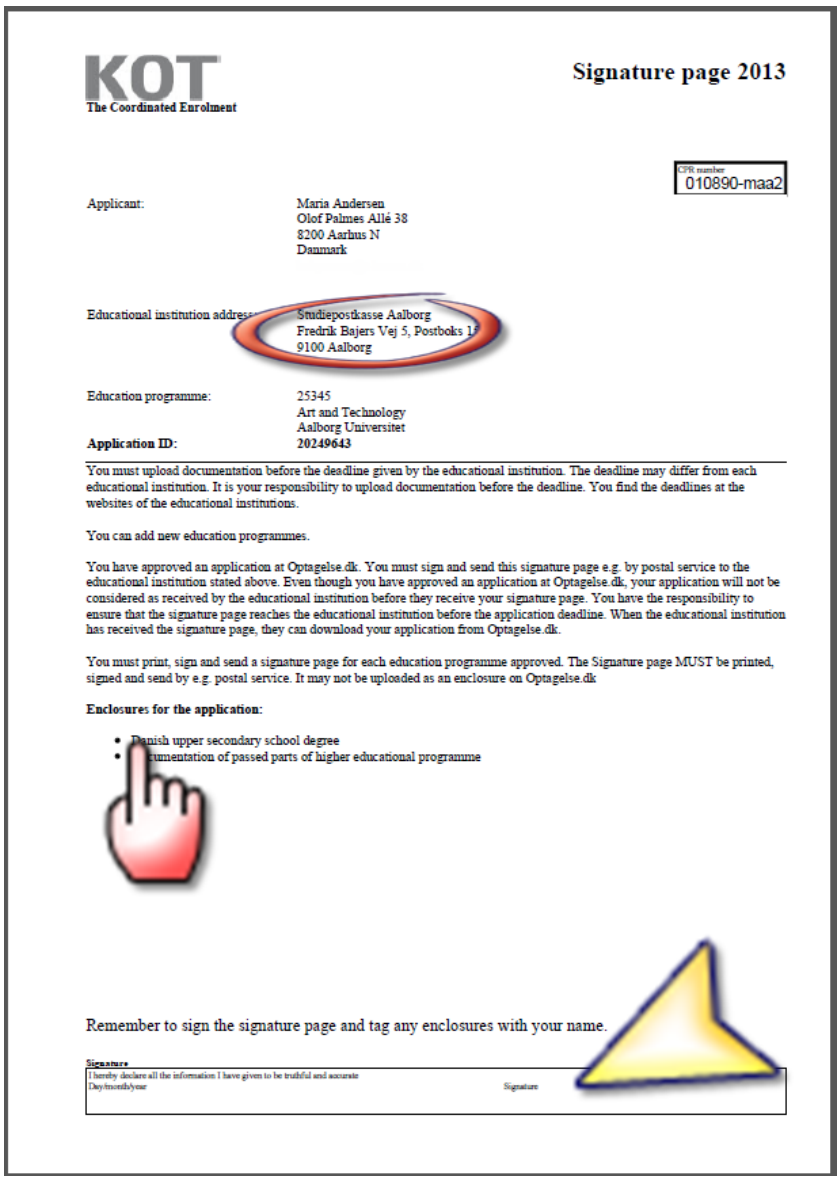
You must print the page, sign it, and send it to the address at the top of the page:



KOT
The Coordinated Enrolment

Signature page 2013

CPR number 010890-maa2

Applicant: Maria Andersen
Olof Palmes Allé 38
8200 Aarhus N
Danmark

Educational institution address: Studiepostkasse Aalborg
Fredrik Bajers Vej 5, Postboks 1
9100 Aalborg

Education programme: 25345
Art and Technology
Aalborg Universitet

Application ID: **20249643**

You must upload documentation before the deadline given by the educational institution. The deadline may differ from each educational institution. It is your responsibility to upload documentation before the deadline. You find the deadlines at the websites of the educational institutions.

You can add new education programmes.

You have approved an application at Optagelse.dk. You must sign and send this signature page e.g. by postal service to the educational institution stated above. Even though you have approved an application at Optagelse.dk, your application will not be considered as received by the educational institution before they receive your signature page. You have the responsibility to ensure that the signature page reaches the educational institution before the application deadline. When the educational institution has received the signature page, they can download your application from Optagelse.dk.

You must print, sign and send a signature page for each education programme approved. The Signature page MUST be printed, signed and send by e.g. postal service. It may not be uploaded as an enclosure on Optagelse.dk

Enclosures for the application:

- Danish upper secondary school degree
- Documentation of passed parts of higher educational programme

Remember to sign the signature page and tag any enclosures with your name.

Signature
I hereby declare all the information I have given to be truthful and accurate
Day/month/year Signature

The documents you need to send or attach will also be listed on the signature page, as marked by a red hand on the above screenshot. Remember to consult the web-site of the educational institution regarding the deadline for receiving documenta-tion.

Please note

If needed, you can always regenerate the signature page by clicking on the printer icon.

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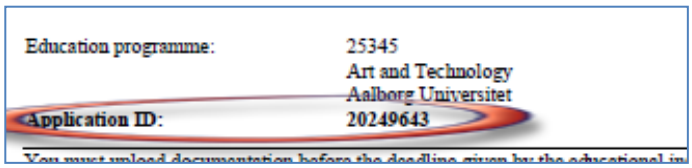
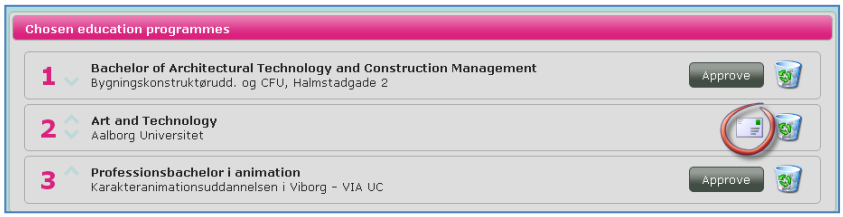
Please note that if you delete an approved education programme, but regrets and add it again, you **must** send a new signature page to the education institution. Otherwise they will not be able to see your new education programme because it has got a new *Application ID*.

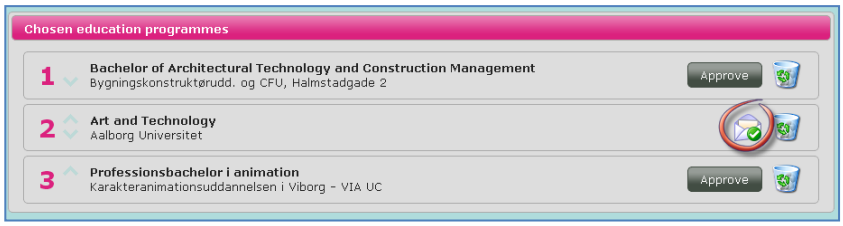


step 4

When an education programme has been approved it will be marked with an envelope icon indicating that you are ready to send the signature page to the receiving institution.



Once the educational institution has received your application, the sealed envelope will change to an open envelope with a green check mark:

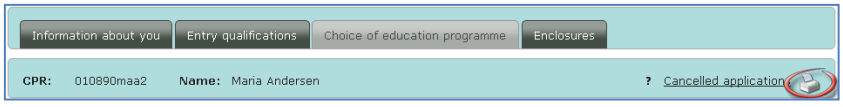


Please note

Note that you can still change your priorities even after you have approved an education programme. You can change the priority, add or cancel study programmes, or add enclosures. All changes must be carried the deadlines. The signature page must be send so it is received by the educational institution before the deadline. Documents must be sent or attached electronically before the deadline.

5.6 Printing your application

If you wish to have a hard copy of your application, then you can print it. You do this by clicking on the printer icon in the right-hand corner.



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Depending upon which browser you are using, you will either be asked if you wish to open the document, or download it. You can either print or save it as a PDF document. The paper application is for personal use only and **cannot** be used to apply to the educational institutions.

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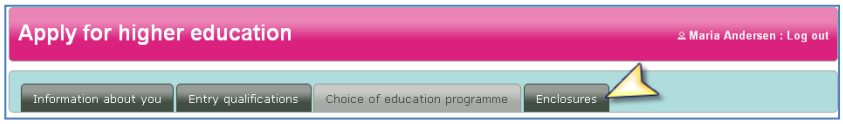
6 Digital enclosures

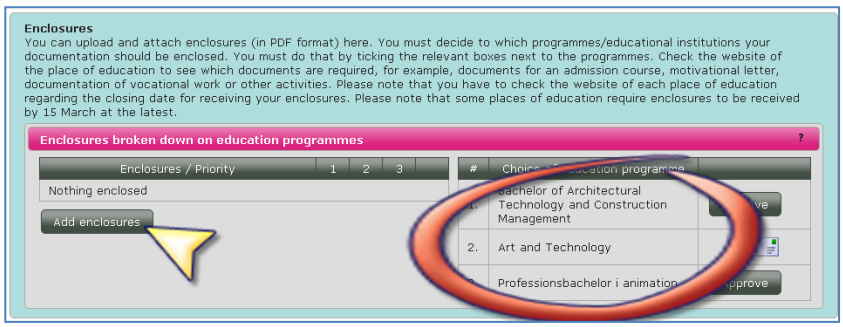
You can upload enclosures at several points in the application process as well as in the tab called *Enclosures*. The procedure is the same regardless of where in the process you upload the enclosure. You can see here how to upload enclosures at the tab *Enclosures*.

Remember that any enclosures must be uploaded by the deadline given on the respective homepage of the educational institution.

trin 1 Click on the tab *Enclosures.*

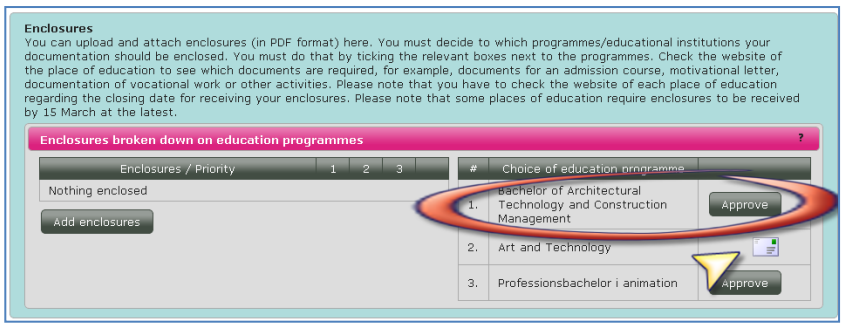


trin 2 You can click *Add enclosures* here.


Enclosures
You can upload and attach enclosures (in PDF format) here. You must decide to which programmes/educational institutions your documentation should be enclosed. You must do that by ticking the relevant boxes next to the programmes. Check the website of the place of education to see which documents are required, for example, documents for an admission course, motivational letter, documentation of vocational work or other activities. Please note that you have to check the website of each place of education regarding the closing date for receiving your enclosures. Please note that some places of education require enclosures to be received by 15 March at the latest.
Enclosures broken down on education programmes
Enclosures / Priority
1
2
3
Nothing enclosed
Add enclosures
#
Choice of education programme
1.
Bachelor of Architectural Technology and Construction Management
2.
Art and Technology
Professionsbachelor i animation

Note that you can see your choices of programmes and their priority numbers in your application on the right-hand side.

Please note You can also see the status of your application here, as well as approve the choices that have not yet been approved.


Enclosures
You can upload and attach enclosures (in PDF format) here. You must decide to which programmes/educational institutions your documentation should be enclosed. You must do that by ticking the relevant boxes next to the programmes. Check the website of the place of education to see which documents are required, for example, documents for an admission course, motivational letter, documentation of vocational work or other activities. Please note that you have to check the website of each place of education regarding the closing date for receiving your enclosures. Please note that some places of education require enclosures to be received by 15 March at the latest.
Enclosures broken down on education programmes
Enclosures / Priority
1
2
3
Nothing enclosed
Add enclosures
#
Choice of education programme
1.
Bachelor of Architectural Technology and Construction Management
Approve
2.
Art and Technology
3.
Professionsbachelor i animation
Approve

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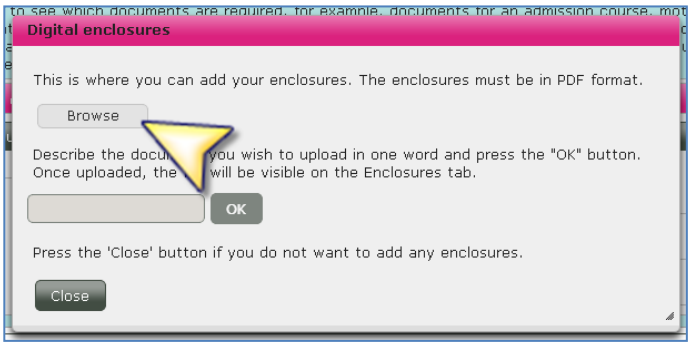
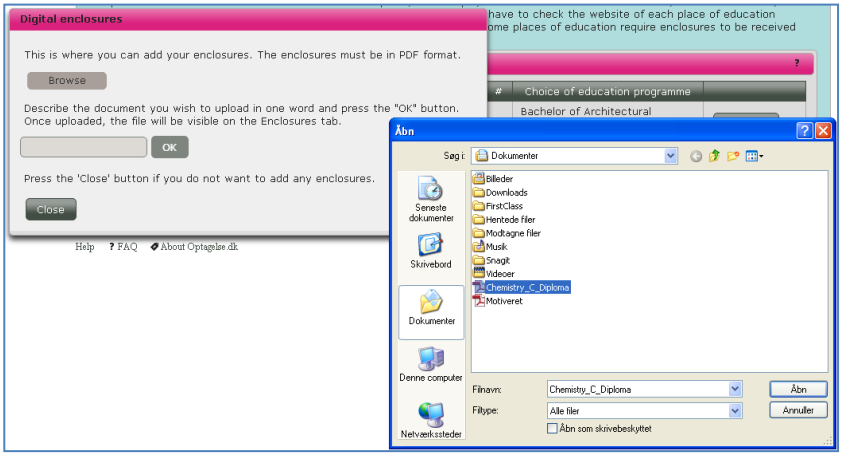
trin 3 When you click on *Add enclosures* a pop-up box will appear. Click on *Browse*.


Digital enclosures
This is where you can add your enclosures. The enclosures must be in PDF format.
Browse
OK
Press the 'Close' button if you do not want to add any enclosures.
Close

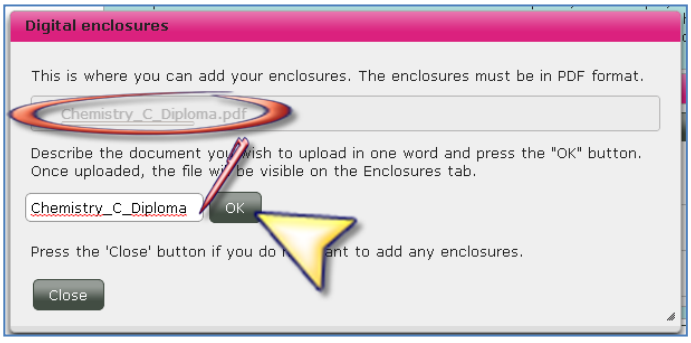
If you do not wish to upload documentation at this point, click on *Close*.

trin 4 You should now be able to find the document on your computer.



Double-click on the file which needs to be uploaded.

trin 5 Give the enclosure a recognizable name. This could, for example, be 'Chemistry_C_Diploma' You can see the name of the file at the top of the window.



Click on *Ok*.

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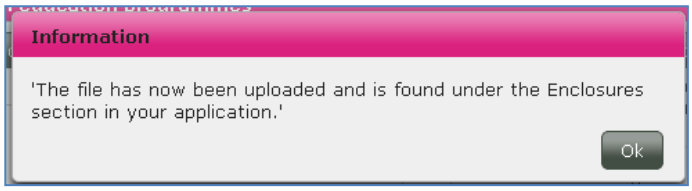
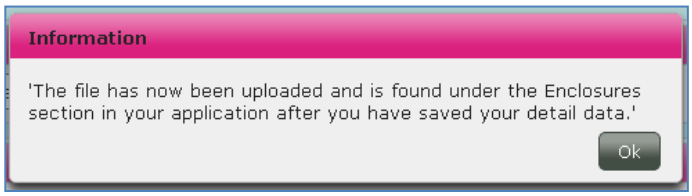
trin 6

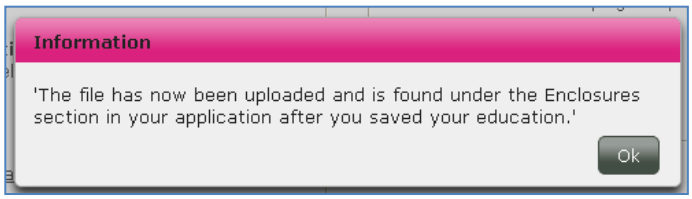
A message will now appear telling you when the document has been successfully uploaded.



If you upload enclosures from the tab *Information about you*, you will need to save any changes before the enclosures are uploaded.


Information
'The file has now been uploaded and is found under the Enclosures section in your application after you have saved your detail data.'
Ok

If you upload enclosures from the tab with your choice of education programmes, you will need to add the choice of programme before the enclosure is uploaded. (Or save if you have edited a choice that has already been added).


Information
'The file has now been uploaded and is found under the Enclosures section in your application after you saved your education.'
Ok

Please note

You can only attach documents in PDF format. You can save files in PDF format in Word, or you can use a PDF printer, that prints a document as a PDF file. You can download a free PDF printer here.

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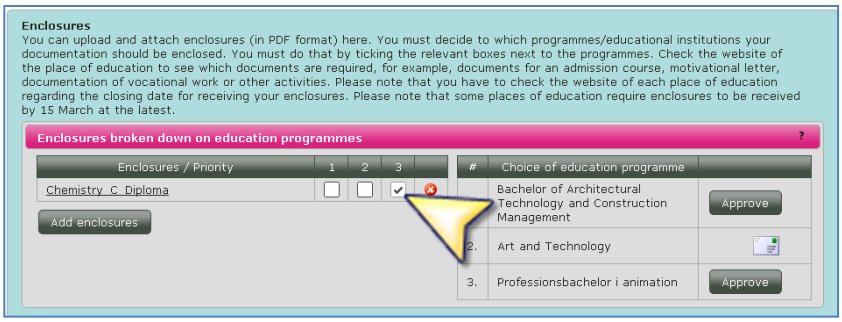
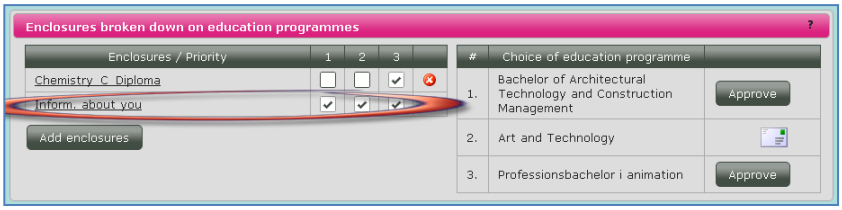
trin 7

The enclosure is now uploaded to Optagelse.dk, but has not yet been added to a specific choice of education programme, if you have attached it under the tab *Enclosures*.

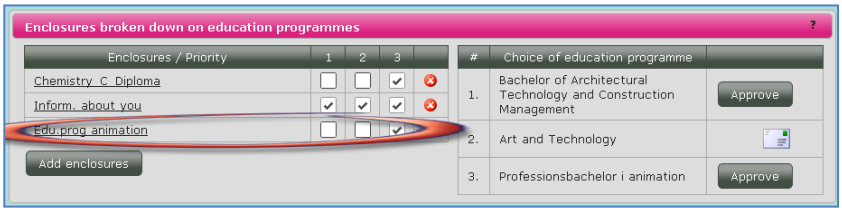
You will now need to say for which choices of programme your enclosure is relevant. You should tick the box next to the relevant programme for attaching the enclosure. You can see the priority number of the individual choices of programme on the right-hand side. In this example, the enclosure 'Chemistry_C_Diploma' has been attached to priority number 3, 'Professionsbachelor i animation'.


Enclosures
You can upload and attach enclosures (in PDF format) here. You must decide to which programmes/educational institutions your documentation should be enclosed. You must do that by ticking the relevant boxes next to the programmes. Check the website of the place of education to see which documents are required, for example, documents for an admission course, motivational letter, documentation of vocational work or other activities. Please note that you have to check the website of each place of education regarding the closing date for receiving your enclosures. Please note that some places of education require enclosures to be received by 15 March at the latest.
Enclosures broken down on education programmes
Enclosures / Priority
1
2
3
Chemistry_C_Diploma
Add enclosures
#
Choice of education programme
1.
Bachelor of Architectural Technology and Construction Management
Approve
2.
Art and Technology
3.
Professionsbachelor i animation
Approve

If you have added enclosures to the tab *Information about you,* it will be automatically attached to all your programme choices. You can untick the box if the enclosure should not be attached to a specific programme choice.



If you add the enclosure directly to a programme, the document will automatically be attached to that choice only. You can add further choices if it is relevant.



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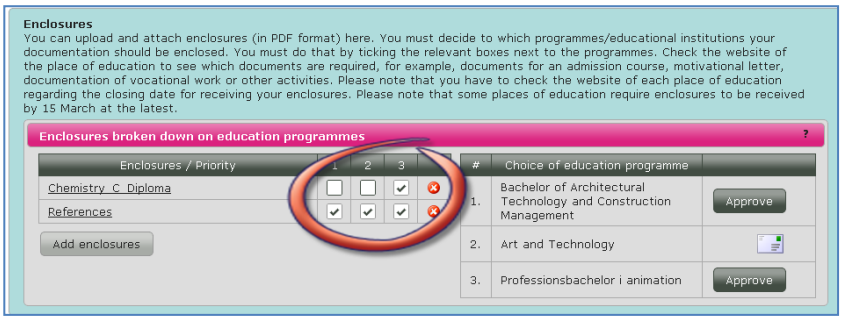
trin 8

You can add all the enclosures you wish and you can add different documents to different choices.


Enclosures
You can upload and attach enclosures (in PDF format) here. You must decide to which programmes/educational institutions your documentation should be enclosed. You must do that by ticking the relevant boxes next to the programmes. Check the website of the place of education to see which documents are required, for example, documents for an admission course, motivational letter, documentation of vocational work or other activities. Please note that you have to check the website of each place of education regarding the closing date for receiving your enclosures. Please note that some places of education require enclosures to be received by 15 March at the latest.
Enclosures broken down on education programmes
Enclosures / Priority
1
2
3
Chemistry C Diploma
References
Add enclosures
#
Choice of education programme
1.
Bachelor of Architectural Technology and Construction Management
Approve
2.
Art and Technology
3.
Professionsbachelor i animation
Approve

You can also delete the enclosures from the overview, if you click on the red cross. You can delete documents from individual choices of programmes by unticking the relevant box for that choice. The enclosure can however still be downloaded by the place of study, so if you upload a document that you do not wish to be considered as part of your application, you will need to contact the relevant educational institution to tell them that you have inadvertently uploaded an incorrect document.

Please note

The enclosures are only sent to the places of education that are marked. That is to say those enclosures that have not been marked for a specific choice of programme cannot be seen by that respective educational institution.

Enclosures are part of a choice of programme and if you edit that choice in the priority list, the enclosures will also be moved along with the programme choice.

You should also note that when you add an enclosure, the status changes from an open to a closed envelope. This shows that the new information has not yet been downloaded by the relevant educational institution. Once the educational institution has downloaded the document, the envelope will show as open again.

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